

**VOCATIONAL TRAINEE
VOCATIONAL ASSISTANT***

DEFINITION

This series specification describes two levels of aid classes used in local agencies to learn and perform a wide variety of non technical, sub professional work in such job areas as staff services, eligibility determination, homemaker services, and social services. Incumbents will receive on-the-job training and instruction that will prepare them for development and promotion to working level classes in these job areas.

Vocational Trainee is the entry level of the series and is a *temporary* employment class. Incumbents are expected to demonstrate rapid progress in learning and performing the various tasks and in acquiring various skills and to demonstrate the ability to progress to higher levels. Incumbents are expected to promote to Vocational Assistant to another class within twelve months. Progression beyond the Vocational Assistant level is desirable, but not mandatory.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and instructions from immediate supervisor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Participates in required training programs.

Translates and/or aids in other ways the effective communication between applicants, clients and agency staff.

Assists in establishing and maintaining working relationships between agency and clients and community serviced.

Assists in the referrals of clients to appropriate community resources.

Transports or accompanies applicants or recipients on appointments for service or interviews.

Provides the most basic housekeeping, household management services, personal care services or child care services.

Performs simple clerical work; assists in the gathering , compilation and analysis of data.

Interviews clients to obtain medical, family, financial or other information.

Performs miscellaneous duties in connection with eligibility work, social services, homemaker services, departmental staff services or other functions.

QUALIFICATIONS - ALL LEVELS

Knowledge of:

Basic understanding of the needs, problems, attitudes and behavior of clients served by the agency in the local community.

Ability to:

Read, write, speak and understand English.

Accept and benefit from training.

Reason logically. Follow written and oral instructions.

Vocational Assistant

Knowledge of:

Departmental and community resources; basic procedures and services of program in which employed.

Ability to:

Utilize and apply effectively required knowledge.

Analyze situations and take effective action.

Write clear and accurate reports.

Make simple arithmetic computations.

Maintain accurate and systematic records.

Relate and communicate effectively with clients and residents of the local community.

Understand and accept differences in human behavior resulting from cultural, financial, or other forms of deprivation.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Vocational Trainee

Experience:

None

Education:

None

Vocational Assistant

Experience:

Either Six months of experience performing the duties of Vocational Trainee, or Six months of paid or unpaid work experience in a human services agency which has provided an understanding and acceptance of clients served by the agency.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in the operation of motor vehicles in the transportation of passengers.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

- **EXTRA HELP CLASS ONLY - Regular positions in this class must be handled by State Merit Systems.**

Classification Code:	7421605
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"