

Social Services Assistant (GS-7)

Major Duties

A Social Services Assistant (GS-7) is responsible for being a dormitory manager for about 50 to 60 Job Corps students (called enrollees). This person supervises the behavior of the enrollees and is in charge of dormitory order and discipline. What kinds of things does a Forest Service Social Services Assistant do?

- Supervising jobs done by the students to make sure they are done right.
- Training the students in proper social skills (being on time, dressing neatly, being courteous, keeping themselves clean, following safety procedures, cooperating with others, having respect for authority, following rules and regulations), and ensure dorms and outside areas are clean.
- Supervising, teaches, coaches, and participates in leisure-time recreational activities for enrollees assigned to the dorm.
- Explaining dorm rules and regulations to new enrollees.
- Meeting with supervisors and guidance counselors to discuss how they can be of special help to new enrollees
- Knowing where each enrollee is, doing nightly bed checks, and completing a nightly shift report.
- Checking the progress of enrollees in educational and vocational programs
- Meeting with dorm supervisors and staff members to set goals.
- Supervising the work of one or two employees.

A Social Services Assistant's job is mostly at the Job Corps center. It involves some physical activity while participating with enrollees during recreation times. It involve periods of sitting and driving. The propose of the work is to oversee enrollee's activities when they are not in training.

A Typical Day

Belinda has a wide variety of activities each day. She must report to the center at 4 p.m. for a shift briefing. She then checks her dorm and may be assigned to monitor the dining hall or other ongoing center activities.

During the evening, she meets with students in her dorm to discuss problems, achievements, and other items that will help students achieve their goals. Belinda then updates her student files, participates in a dorm meeting, and takes care of day-to-day dorm business.

During the late evening, Belinda ensures her dorm has completely accountability by 10:30 p.m. and that lights are out. She will then circulate throughout the center for security check.

Social Services Assistant

Career Sheet #23

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Knowledge and Education

A college degree is helpful, but not required to be a Social Services Assistant. Types of courses that would be useful are;

- Social work
- Human Relations
- Psychology
- Recreation / Physical Education
- Educational / Vocational Training
- Health and Safety

Career Path

Jobs that lead to becoming a Social Services Assistant (GS-7) include

- **Social Service Aid (GS-4)** – Help the Social Service Assistant provide leadership and direction to enrollees in doing daily housekeeping duties, dorm work details, physical training, recreation, and proper hygiene. This person also helps maintain order and discipline among the Job Corps enrollees in the dorm. The Social Services Aid observes and reports social, behavioral, and disciplinary problems to the dorm supervisor.