



# THE COUNTY OF STANISLAUS

COMMUNITY SERVICES AGENCY



**Stanislaus County**  
now offers an employee  
bonus worth up to  
**\$10,000 or 21**  
**additional days of**  
**leave time!\***

*\*See inside for details*

## SOCIAL SERVICES ASSISTANT (IHSS)

**\$47,153 - \$57,304 Annually**

Please apply by July 30, 2025

## THE IDEAL CANDIDATE

The Community Services Agency is seeking a well-organized individual to be part of the Adult Services In Home Supportive Services (IHSS) Team. The ideal candidate is client-focused and is able to work independently and collaboratively as part of a team. The candidate provides support to IHSS care providers, older and disabled adults, families, and social workers in various capacities. Favorable qualities of the ideal candidate include the ability to work in a fast-paced environment, and engage professionally with clients, peers, and the community. Bilingual candidates are highly desirable.



*Interested in learning more about the Community Services Agency?  
Click the link or scan the QR code: <https://www.csa-stanislaus.com/>*



## ABOUT THE POSITION

In Adult Services, the Social Services Assistant performs duties that involve working closely with Social Workers and supporting IHSS clients and care provider. Essential functions of the Social Services Assistant include but are not limited to: assisting with provider enrollment; completing various forms to comply with State standards; facilitating orientation and training classes; assisting with care provider registry requests; and direct client services such as meal preparation, shopping, and laundry.

## TYPICAL TASKS

- Assist IHSS providers with the completion of required program forms
- Assist with online care provider enrollment activities
- Data collection and data entry to various applications, program systems and databases
- Maintain detailed case files and case notes
- Prepare and mail provider enrollment packets
- Address telephone inquiries
- Coordinate, facilitate and present information at new provider orientation and provider registry classes
- Make home visits to assist clients with the provider selection and hiring process
- Provide short-term emergency direct client services, as needed
- Assist in resolving discrepancies between hours claimed by individual providers and hours authorized by social workers
- Provide transportation and follow-up services for Adult Services clients, as needed
- Address provider Workers' Compensation claims
- Familiarity with local resources, the needs of older adults and persons with disabilities, culturally diverse populations, and effective client engagement
- Assist providers with IHSS timesheets, including Electronic Services Portal or Telephone Timesheet System enrollment
- Basic understanding of office equipment, computer skills, writing skills, and confidentiality
- Participate regularly in scheduled meetings
- Perform related duties as assigned

## MINIMUM QUALIFICATIONS

### KNOWLEDGE

- Acceptable household management and personal care standards, such as methods of home laundering, mending and basic nutrition
- Care and custody of at risk minors;
- Vehicle Code, Department of Motor Vehicles requirements; and proper child restraint rules
- Child and Elder Abuse reporting requirement
- Current office practices, procedures, and organization
- Office equipment and business forms
- Principles and techniques of supervision and training
- Process and procedures to audit timecards for accuracy

### SKILLS/ABILITIES

- Work closely with social workers and clerical staff
- Communicate effectively with clients, family members, individual providers, and the public
- Establish and maintain effective working relationships with children, aged and disabled adults, and their families
- Transport adults and children including properly restraining children
- Defensive driving
- Handle difficult and/or emotional clients
- Maintain safe care and custody of minors
- Apply clerical accounting skills
- Understand and apply rules and procedures;
- Analyze situations accurately and adopt an effective course of action
- Give, understand and follow complex instructions
- Perform complex record keeping and statistical clerical work

## EDUCATION & EXPERIENCE

### PATTERN I:

- The equivalent of two (2) years full-time general clerical experience or experience comparable to a Family Services Specialist I, of which one (1) year must be at the journey level

### PATTERN II:

- Equivalent of one year experience caring for children in a day care, residential home, or social services setting

### PATTERN III:

- Equivalent of one (1) year of full-time journey level clerical experience or experience comparable to a Family Services Specialist I

### AND

- Equivalent of one (1) year of full-time schooling in relevant college coursework or business school training--24-semester units or 36-quarter units

### AS WELL AS THE FOLLOWING:

- Adult Services employees must possess or have access to a car and proof of liability insurance
- Employees may be required to use personal transportation during the performance of duties. Employees must be eligible to drive a County vehicle and maintain a driving record acceptable to the County
- Possess and maintain a valid California Driver's License
- Possess and maintain valid CPR and First Aid Certificates acceptable to the County

## DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "duties" section of the online application.

- Bilingual (English & Assyrian); ability to pass a certification test provided by the County.

Proof of education and CPR Certification will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-1200 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.

*Apply today and  
make a difference in  
Stanislaus County!*





**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



# JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000!**

## or 21 additional days of leave time!\*

\*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE NEW EMPLOYEES TO RECEIVE A BONUS WORTH  
\$5,000 - \$10,000 OVER THREE ANNUAL INSTALLMENTS

### YOU CHOOSE: One month's worth of

Scan the QR code with a camera  
app to watch the Employee Choice  
Bonus Plan video!



#### Cash Payout

Redo that kitchen  
or paydown debt.

*It's all yours.*



#### Leave Time

Take a little extra time  
off and enjoy yourself.

*You've earned it.*



#### Deferred Compensation

Reduce some taxable  
income and receive it later.

*Why not?*

# Employee Choice Bonus Plan

## UNDERSTANDING THE DETAILS



### JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



#### Option 1 BONUS CASH PAYMENT

*(Default if employee declines to make a choice)*

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



#### Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



#### Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

### Eligibility for Employee Choice Bonus Plan



- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2026, are eligible to receive future payments in accordance with their new hire date.

## COMPENSATION & BENEFITS

Approximate Annual Base Salary:  
**\$47,153 - \$57,304 Annually**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time represented County employees including:

- Excellent retirement benefits
- Medical, dental, vision, and basic term life insurance plans
- Vacation Accruals
- Disability protection
- 96 hours of sick leave annually
- 12 paid holidays annually
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

## RECRUITMENT INCENTIVES:

### Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit [stanjobs.org](http://stanjobs.org) for more information.

### Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization—from Accounting to Public Safety to IT.

### Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

## WELLNESS BENEFITS

**The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce.**

“Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



## CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Community and Health Services bargaining unit for labor relations purposes. Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months. Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE: July 30, 2025.

Oral interviews tentatively scheduled for the week of August 11, 2025.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form. <https://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

## GENERAL QUALIFICATIONS

Pass County-paid pre-employment job-related background investigation.

Perform job duties in a manner assuring a safe working environment for oneself and others.

Maintain confidential information according to the legal standards and/or County regulations as required.

## APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.