



COUNTY OF SAN BERNARDINO  
HUMAN SERVICES  
**VOLUNTEER INVOLVEMENT PROGRAM**



## **CFS Social Worker Assistant Volunteer**

### **The Job**

Support office staff in providing quality client service

### **Duties**

- Assist with supervised child/parent visits
- Transporting clients
- Assist with client visits
- Answer telephones
- File alphabetically and numerically
- Type (optional)
- Computer tasks (optional)
- Provide the public with information
- Take messages
- Use basic office machines

### **Requirements**

- Be service oriented
- Be a team worker
- Courteous and professional telephone etiquette
- Basic computer knowledge (optional)
- Adhere to confidentiality guidelines
- Use copy and fax machines

### **Schedule**

Flexible and fixed schedules are available