

Rio Grande County Job Description

Job Title: Part-Time Child Welfare Case Aide
Department: Department of Social Services
Reports to: Social Services Manager
FLSA Status: Nonexempt
Prepared by: Updated by Jody Kern/Greg Parra
Prepared Date: April 2013
Approved By: Board of County Commissioners
Approved Date: April 24, 2013 Reviewed October 2019

SUMMARY

This position is responsible for services to the client or family in education, support, and referrals to community resources. Position supervises visits between parents and children as required by treatment plans and/or Court orders. Coaches families in basic life skills, and provides transportation for children and families as needed. Assist child protection case managers, child care applicants, process IV-E and MOE determinations and entry into TRAILS computer system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises visits between children, parents, grandparents as agreed upon in a treatment plan or by Court order. Documents all observations and interactions following the visits in case records. Offers instruction and guidance to parents on child development and child rearing techniques.

Assists in providing self confidence, socialization and better self esteem. Engages children in meaningful play by enhancing knowledge and social skills by using learning activities.

Makes home visits to clients to provide emotional support/nurturance; supports effective parenting methods. Assists with activities of daily living (homemaking, child care, budgeting, shopping, basic nutrition and meal planning), if needed.

Type drafts and final copies of correspondence, treatment plans, and Court reports for social services staff as needed. Copies printed material, collates materials and forwards to all necessary individuals. Maintains form files, restocking and requesting additional forms as necessary.

Provides transportation for clients and interprets for caseworkers. Assists and advocates for clients in making use of community services (health clinics, housing, employment, legal services, food and clothing banks, parenting classes, support groups, and obtaining public assistance).

Maintains records, prepares report and documentation for case records.

Functions as IV-E liaison between State and County Department. Maintains records, files and determines eligibility on all child protection cases. Maintains a tickler system for yearly re-determinations.

Assists in preparing for foster care administrative reviews. Prepares and sends out packets to participants.

Contact resources in community to assist individuals and/or families.

Testifies in Court on client cases as necessary

This position may require time reporting daily activities in different programs.

Must submit fingerprints for background check and copy of driver record upon hire. Employment is contingent upon satisfactory record.

The employee performs all other duties as assigned by the Social Services Manager/Supervisor.

SUPERVISORY RESPONSIBILITIES

None

MATERIAL AND EQUIPMENT USED:

Computer(s), general office equipment, calculator, copier, printer, shredder, phones

QUALIFICATIONS: To perform this job successfully, the individual must be able to perform each essential duty, as outlined above, in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Requires a high school degree or General Education Degree (GED); in addition one to three months related experience and/or training; or equivalent combination of education and experience. Computer skills required may include word processing, spreadsheet applications, and various accounting programs.

LANGUAGE SKILLS

Ability to read, analyze and interpret documents such as State regulations and procedure manuals, write case comments and correspondence, communicate professionally with clients, coworkers and other agencies or organizations and proper

use of English or Spanish (if applicable) including spelling, grammar, punctuation, and vocabulary.

MATHEMATICAL SKILLS

The ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. The ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Applicant must retain the ability to define problems, collect data, establish facts, and draw valid conclusions. Further, the individual must be able to interpret an extensive variety of technical instructions which deal with abstract and concrete variables. Must be able to analyze complex situations, formulate plans, and make quick decisions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Colorado Driver's License and Vehicle Insurance

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Community Resources available to assist clients
- Record keeping, filing methods and records management techniques
- Policies, procedures, rules and regulations governing services to clients
- Applicable State, Federal, and local ordinances, laws, rules and regulations
- All computer applications and hardware related to performance of the essential functions of the job

Skill in:

- Interviewing techniques
- Using tact, discretion, initiative and independent judgment within established guidelines
- Organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction
- Applying logical thinking to solve problems or accomplish tasks to understand, interpret and communicate complicated policies, procedures and protocols
- Using a computer terminal to accurately and rapidly enter and retrieve complex data and information from the CDHS system
- Communicating clearly and effectively both orally and written

Mental and physical abilities:

- Ability to respond to each client with empathy and respect
- Ability to establish and maintain effective working relationships with a variety of individuals
- Ability to define problems, collect data, establish facts and draw valid conclusions

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to sit, use hands and fingers, handle, or feel; and to speak and hear. The employee is occasionally required to walk. The employee must frequently lift and/or move ten (10) pounds and occasionally lift and/or move twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distant vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works in a standard office environment but may require travel for trainings and/or meetings. The noise level is usually low.