



FOSTER CARE CASE AIDE

Summary of Position: Under the immediate supervision of the supervisor or designee, the Casework Assistant/Case Aid is responsible for assisting child welfare workers and clients within agency policies and programs. This position involves significant transportation between locations that can fall outside of Cook County as well, as well as rotated Saturday's as needed for visitations.

- Assists child welfare workers by performing a variety of casework duties, including supervising family visits, filing, transportation of clients
- Acts upon own analysis of client situations under supervision
- Accepts responsibility for appraisal of own work and for own professional development
- Reports progress on caseload to supervisor; makes written evaluation reports on the progress of each client and performs record keeping functions required by the agency.
- Contacts courts or other social service agencies regarding client situations or for the purpose of making interagency referrals
- Collaborates with child welfare worker or supervisor on specific case-related problems.
- Deliver services with sensitivity to the clients' cultural and socioeconomic characteristics

Other Duties: As assigned by the supervisor or designee.

Work Environment: Generally, this position operates from a professional office environment; however, this position also requires frequent travel in and around the community by utilizing a personal vehicle or other methods of transportation. The hours of work are generally Monday through Friday, 9:00 AM to 5:00 PM; however, employees must have availability after hours and on Saturdays in case after hours visits take place.

Physical Demands: Physical demands are a part of the essential functions of this position especially as it relates to the capacity to move freely around the community in a vehicle, transport clients, etc. Reasonable accommodations for the physical demands of the essential functions of the position can be considered and made when possible in response to a specific request.

Qualifications:

- Excellent communication, writing, problem solving, and organization skills.
- Proficient in Microsoft Office, especially spreadsheets, database and reporting tools.

Education and Experience:

- This position requires a high school diploma or equivalent
- Possess a valid driver's license and personal vehicle

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Job Type: Full-Time