

**PERRY COUNTY
CHILDREN SERVICES BOARD**

An Equal Opportunity Employer
POSITION DESCRIPTION

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Employee Name:	Position Title: Case Aide (Family Visitation Monitor)
Class Number:	Class Title: Case Aide (Family Visitation Monitor)
Dept./Div.: Ongoing	Employment Status: Full-time

Reports to: Ongoing Supervisor	FLSA Status: Non-exempt
Normal Hours: 8:30 a.m. – 4:30 p.m. (Mon. – Fri.)	EEO Status: 02 – Professional

GENERAL DESCRIPTION:

Under the direction of the Ongoing Supervisor the employee is responsible for the scheduling, monitoring, and documenting of family visitation. The employee is also responsible for completing paperwork for placement, school enrollment, and maintaining SACWIS medical records for children in agency custody. Employee is responsible for creating reports and gathering statistics, and other supportive services. Employee may transport children or families to appointments as needed. Employee completes drug screens and background checks as needed.

QUALIFICATIONS:

Possession of an Associate’s degree in Social Work or closely related field from an accredited college or university preferred; one (1) or more years of related experience and/or training; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid state of Ohio driver's license and remain insurable in accordance with the agency's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computer, computer software (e.g., Microsoft Office, Outlook, and other applicable computer software), printer, copy machine, scanner, calculator, fax machine, other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; has exposure to life threatening situations; has exposure to hazardous driving conditions; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

50% (1) Provides supportive services to families; helps caseworkers with transportation (e.g., appointments, therapy, visitation, etc.); supervises visits, school enrollment and withdrawal; assists caseworkers with

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supportive services and service coordination; testifies in court; offers budgeting, nutrition, and homemaking education; assists families in maintaining the home environment to minimum community standards; provides community networking; offers independent living skills education to age appropriate clients; offers life skills education to adult clients; assists with education and treatment of lice, as needed.

- 45% (2) Performs case management duties; maintains SACWIS activity logs, as necessary; helps organize and maintain case files; performs copying, as required; completes typing, as required, i.e., activity logs, letters for supervisor, unit letters; any other unit specific paperwork/documentation; assists caseworkers with completing custody packets.
- (3) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (4) Maintains required licensure or certification, if any.
- (5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance; may be required to work irregular hours.
- (7) Provides back up phone coverage for the receptionist as needed.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (7) Performs other related duties as necessary.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: modern computer skills and computer applications, including but not limited to Microsoft Office; *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; government structure and process; *Agency policy and procedures; state and federal rules and regulations; *child welfare specific programs; intake procedures; human relations; customer service; office practice and procedures; social services policies, programs, rules, and regulations.

Skill in: oral communications; interviewing; computer operation; use of modern office equipment; organization; data entry.

Ability to: assess and investigate allegations of abuse/neglect; carry out simple instructions; answer routine questions/inquiries; refer clients to appropriate staff/program; explain program processes; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; develop and maintain effective working relationships; interpret a variety

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of instructions in written, oral, picture, or schedule form; maintain accurate records; exercise independent judgment and discretion; work independently; communicate effectively; maintain confidentiality; resolve complaints from public; handle sensitive inquiries from and contacts with officials and general public; add, subtract, multiply, and divide; calculate fractions, decimals and percentages; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:
None.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)