

**COALITION FOR HISPANIC FAMILY SERVICES**  
***Job Posting***

**Job Title:** Case Aide  
**Reports To:** Supervisor  
**Department:** General Preventive  
**Date Available:** Currently Available  
**Date Posting:** **April 24, 2018**  
**Deadline to Apply:** **May 1, 2018**

**To apply:** Submit a resume and cover letter with qualifications to Franc Villalobos, Program Director, at [fvillalobos@hispanicfamilyservicesny.org](mailto:fvillalobos@hispanicfamilyservicesny.org) by 5pm on May 1, 2018.

**JOB SUMMARY:**

Under the supervision of the Unit Supervisor, the Case Aide is responsible for carrying out a variety of supportive casework activities within the child welfare system.

**RESPONSIBILITIES:**

- Provide clerical assistance to casework staff
- Retrieve educational, medical, mental health and other relevant documents from various providers
- Provide advocacy/referral assistance to client-families as needed
- Perform Family Home Assessments
- Monitor visits in the absence of the casework and supervisory staff
- Provide escort service for parents and children as assigned
- Document all visits and collateral contact in Connections
- Flexible hours including Saturdays as needed
- And any other duties the program may require

**QUALIFICATIONS:** The ideal candidate will have at least an Associate's Degree, but BA in social services preferred. Prior experience in child welfare or other social services, including day care, youth services or other related programs that involves direct work and contact with children and families. Good verbal and written communication skills required. Must be computer literate. Bi-lingual in Spanish strongly preferred.