

COALITION FOR HISPANIC FAMILY SERVICES
Job Posting

Job Title: Case Aide
Reports To: Supervisor
Department: Preventive
Date Available: July 01, 2020
Date Posting: **January 27, 2020**
Deadline to Apply: **Open Until Filled**

To apply: Submit a resume and cover letter with qualifications to Franc Villalobos, Program Director, at fvillalobos@hispanicfamilyservicesny.org.

JOB SUMMARY: The Coalition for Hispanic Family Services is looking for Case Aides (CA) for its Brooklyn and Queens Preventive Services sites. The CA provides a variety of supportive casework services for both case planners and children and families referred by the Administration for Children Services (ACS), or self/community providers who are deemed to be at risk of foster care placement.

RESPONSIBILITIES: Under the supervision of the Preventive Supervisor, the Case Aide is responsible for carrying out:

- Provide clerical assistance to casework staff, program supervisor and Site Director
- 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 contacts
- Flexible hours including Saturdays as needed
- And any other duties the program may require

QUALIFICATIONS: The ideal candidate will have at least a high school diploma or GED, but a BA in Social Work or related field is 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

SALARY: Low to mid 30s, commensurate with experience, degree and language skills.