

## Coalition for Hispanic Family Services

### Job Posting

**Job Title:** Case Aide  
**Department:** Foster Boarding Home (FBH)  
**Reports to:** Supervisor  
**Date Available:** Immediately  
**Date Posting:** November 20, 2020  
**Deadline to Apply:** Until Position Filled

**To apply:** Submit a resume and cover letter with qualifications to Alexandria Munoz, Program Director, at [amunoz@hispanicfamilyservicesny.org](mailto:amunoz@hispanicfamilyservicesny.org).

**POSITION OBJECTIVE:** The Case Aide is a member of the FBH team and serves to support the case management function of the case work staff. The Case Aide assists to relieve case work staff from supervised visitations when court appearances or crisis may interfere with scheduling. The Case Aide accommodates the needs of children when visiting with their birthparents; movement to a new placement or waiting on site during a family team conference.

#### **RESPONSIBILITIES:**

1. Provide assistance to case work staff on gathering documents such as birth certificates, social security card, CIN#, etc.
2. Ensure tracking documentation requested and received, and submit to filing of the child's record.
3. Provide assistance to case work staff on emergency clothing i.e. shopping, collecting receipts on expense(s), and ordering furniture for placement, trial discharge or final discharge.
4. Provide assistance to case work staff with escorting birthparent(s) to select and shop for items needed for final discharge.
5. Escort clients to urgent appointments and/or visitation with birthparents.
6. Monitor visitation of children with their birthparents, and document in CNNX observed interaction during the visit. Provide Case Planner with a debriefing on the supervised visit to ensure follow up concerns.
7. Attend scheduled foster care staff meetings and actively participate in the team effort to meet performance outcomes.
8. In conjunction with the supervisor, complete performance appraisal including a professional development plan, prior to the completion of the probationary period, and a yearly basis thereafter.
9. Attend training as assigned by supervisor, training director or as identified in performance appraisal

10. Submit weekly calendar to supervisor to reflect all scheduled family visits, office appointments, escort appointments, supervision and paperwork completion.
11. Prepare and attend weekly supervision to keep supervisor abreast of observations and/or incidents during supervised visits or client escort.
12. Complete other assignments as needed, as designated by the supervisor, Assistant Director or Program Director.

#### **SKILLS AND EXPECTATIONS:**

- The Case Aide will serve as a role model for positive, productive, and cooperative relationships with staff, foster parents, foster children, birthparents, and the community.
- The Case Aide will model professional behavior at all times, utilizing tact and diplomacy with staff, foster parents, foster children and birth families.
- The Case Aide will seek immediate direction from the supervisor when faced with a case situation where a child's safety is at risk.
- The Case Aide will manage his/her time effectively and will be timely and well prepared to assist in supervised visitation, escort of clients, meetings, and/or conferences.
- The Case Aide will demonstrate supportive and warm qualities, be flexible to change, and adaptable in working in a multi-task environment.

#### **QUALIFICATIONS**

The Case Aide will have a high school diploma. Associates degree preferred. Prior experience in child welfare or other social services, including day care, youth services or direct contact with children and families. Good verbal and written communication skills required. Must be computer literate.