Three Rivers Adoption Council

Job Description

Job Title:	Case Aide – Part time	Prepared by:	Director of Operations
Department:	Black Adoption Services/Fost/Adopt Program	Approved by:	_____
Reports to:	Program Supervisor	Date:	2/22/2017
FLSA Status:	Exempt		

Basic Function

To assist agency's foster/adopt program by providing transportation, birth family supervision, and homevisit services.

General Responsibilities

1. Participate in family and pre-service and recertification trainings
2. Participate in training opportunities for families and professionals on local, state and national levels.
3. Participate in bi-monthly clinical case consultation with all line and therapeutic staff.
4. Additional responsibilities will/may be assigned as appropriate

Specialization – Caseworker I / Case Aide

1. Manage schedule of transports and supervised visits to assist foster/ adopt program by:
    a. Maintaining safe and appropriate care and properly using car seats and booster seats
    b. Supervising birth family visits in TRAC or CYF offices or in the community
    c. Closely working with BAS caseworker to keep open stream of information about cases
    d. Complete reports for each supervised visit completed
    e. Managing own schedule of transportations and practicing timeliness
2. Providing assistance as needed to other foster/ adopt program staff:
    a. Assisting with home visits and accompanying paperwork
    b. Assisting with family profile writing

Technical Knowledge	Skills
• Understanding of Adoption/Foster care Regulations	• Organizational/Time management skills
• Understanding of family movement through adoption process	• Problem solving skills
• Understanding of adoption issues	• Self-starter
• Proficient knowledge of MH/MR diagnoses	• Strong writing skills
• Knowledge of county systems	• Cultural competency
• Knowledge of child welfare system	• Ability to multi-task
• Basic Computer skills (All programs)	• Ability to work independently and as part of a team
	• Ability to communicate competently and effectively
	• Flexibility

Education/Training

Act 33/34 clearances and FBI finger printing
Use of insured automobile and valid driver's license
CPR/1st Aid Certification

Experience

Entry level position. Experience in adoption and or foster care a plus. A combination of education and experience may be accepted as approved by the CEO.

I have read and understand all of the duties described herein. Any questions I may have about these responsibilities will be brought up with my direct supervisor.

Print Name:_____ Sign & Date: _____