

SUSQUEHANNA COUNTY POSITION DESCRIPTION

TITLE: CASE AIDE I/TRANSPORTATION AND SERVICES SPECIALIST
DEPARTMENT: CHILDREN AND YOUTH
LOCATION: 75 PUBLIC AVENUE
MONTROSE, PA 18801
REPORTS TO: CASEWORKER SUPERVISOR
RATE: \$19.13/HOUR
POSITION STATUS: FULL TIME, UNION-ELIGIBLE

GENERAL:

Under the supervision of the Caseworker Supervisor, the incumbent is responsible to assist Children and Youth Caseworkers with the daily duties associated in meeting established client goals and objectives.

Minimum Requirements:

- High school diploma or GED equivalent

Duties and Responsibilities:

- Scheduling, transporting, and escorting clients to medical, dental, and other appointments.
- Scheduling, transporting, and escorting clients to foster homes.
- Attending court hearings when necessary.
- Provide basic information for clients and the community.
- Assist clients and/or families with routine daily activities of living such as home care and management, meal planning, budgeting, childcare and training.
- Advise technical and professional social services staff as it relates to clients' needs and progress in meeting established goals and objectives.
- Pick up and deliver equipment, clothing, or other materials and belongings of the client.
- Supervise children during office visits and in crisis situations in the homes.
- Perform routine clerical duties
- Maintain order of waiting and visiting rooms/areas.
- Prepare necessary reports.
- Ride with Caseworkers and assist in client homes with cleaning and other duties
- Safely transport children to and from homes to appointments or school or other activities
- Organize schedules as necessary to ensure safe and timely travel throughout the County
- Other related work as required.

Knowledge, Skills and Abilities Required

- Knowledge of standard office practices and procedures.
- Must possess a clean driving record.
- Ability to communicate effectively with associates and the public.
- Knowledge of creating budgets.
- Ability to supervise and care for children.
- Ability to follow written and oral instructions.

Physical Requirements:

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds
- Ability to sit, stand, and bend at the waist.

Special Requirements:

- Successful candidate must pass the County required pre-employment background check that indicates there are no criminal convictions
- Successful candidate must pass the County required pre-employment drug screening with negative results
- Successful candidate must pass Childline, Criminal, and FBI background checks.
- Must meet and comply with Susquehanna County's Employment and Acceptable Use Policies.
- Must be able to handle confidential data, the disclosure of which is protected by law.

DISCLAIMER:

The above statements are intended to describe the general nature of, and level of duties being performed by a person assigned to this position. They are not intended to be constructed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION INFORMATION TECHNOLOGY TECHNICIAN AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Date: _____
Signature Employee

Date: _____
Signature Department Head

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.