

Morgan County VACANCY ANNOUNCEMENT

POSITION: CASE AIDE

DEPARTMENT: DEPARTMENT OF HUMAN SERVICES

Application Requirements:

Please submit FULLY COMPLETED application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

Fort Morgan Work Force Center
426 Ensign St
Fort Morgan, CO 80701

SALARY: \$1,919.000 per month and up depending on qualifications.

Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan.

VACANCY CLOSING DATE: Until Filled

APPROXIMATE STARTING DATE: ASAP

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Case Service Aide (Entry Level)	GRADE: 3
DEPARTMENT: Human Services	DIVISION: P& A SS
EXEMPT/NON-EXEMPT: Non-exempt	DATE: September 1, 2017

GENERAL STATEMENT OF DUTIES:

Provides paraprofessional services in conjunction with Case Workers for child protective service, youth in conflict, adult services, and prepares information and referrals. Participates as a team member with experienced caseworkers in the delivery of client services.

SUPERVISION RECEIVED:

Receives direct supervision and reports to Manager, Adult Protection/Resource Unit or other Managers, Child Welfare. Exercises basic decision making skills under direction of caseworker.

SUPERVISION EXERCISED:

No supervisory requirements.

DISTINGUISHING FEATURES:

This position is distinguished by the assignment of responsibility to work directly with clients involved in delicate/sensitive situations. Incumbent interacts with clients in facilities provided by the County as well as within the clients' homes.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Receives referrals and prepares appropriate information. Serves as a facilitator and/or liaison linking clients to the services offered by the division and their community.
- ◆ Supervises child/parent visits, observes interactions, and documents observations appropriately. May offer instruction and guidance to parents concerning the disciplines that may assist in parenting competency.
- ◆ Does transport children and/or parents for supervised visits, medical, mental health and placement evaluation and/or other commitments when the family has no access to transportation.
- ◆ May coordinate meetings on behalf of clients with law enforcement, schools, medical personnel and other agencies to secure information which completes referrals.
- ◆ Assists other caseworkers with the initial processes for services to be provided or arranged. This may include scheduling interviews, coordinating services, researching outside services, and preparing necessary reports and documents.
- ◆ Provides training and works with clients on budgeting, homemaking, parenting issues and hygiene.

- ◆ Serves as a liaison to clients concerning day care availability and other services targeted for the care and protection of children.
- ◆ Refers protective services for clients encountering actual or alleged abuse, neglect, and/or other at risk circumstances.
- ◆ Prepares information for use within the division on less complex cases.
- ◆ Establishes and maintains working relationships with community organizations and resources as a representative and a member of the division's professional team.
- ◆ Performs other duties as assigned.

ESSENTIAL JOB SKILLS:

- ◆ Ability to work cooperatively with relevant professional and community-based organizations; Federal, State, County and municipal agencies; private sector business and others.
- ◆ Ability to perform services relative to public policy, social service systems and program delivery processes.
- ◆ Teamwork skills with particular emphasis on facilitation/coordination and collaborative results.
- ◆ Interpersonal skills which result in the facilitation and enhancement of client services.
- ◆ Knowledge of community service resources, activities and purpose.
- ◆ Skill in developing effective working relations with diverse community groups and individuals.
- ◆ Ability to collect, organize and utilize relevant data to evaluate situations for case worker review.
- ◆ Knowledge of current technology, and the ability to apply automated concepts and utilize the technology.
- ◆ Knowledge of basic Colorado law governing protection of children and adults.
- ◆ Knowledge of mandated programs and relevant eligibility criteria.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.

EDUCATION:

High School diploma or GED equivalent. Training and/or education emphasizing social/behavioral sciences.

EXPERIENCE:

None required. Administrative experience in an environment delivering programs and services or internship experience in a social services setting are a plus.

COMPLEXITY/RESPONSIBILITY:

Work is characterized by exposure to difficult, sensitive, delicate situations which may involve a variety of unfavorable circumstances.

SCOPE OF INTERPERSONAL CONTACTS:

Incumbent may be placed in a position of representing the County on matters of importance; contacts require the ability to extend a high degree of interpersonal skills.

WORK ENVIRONMENT:

Work is performed in a standard office environment approximately 60% of the time. Travel outside the office to attend meetings and make site visits increases exposure to adverse circumstances. Incumbent may on occasion transport children.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- **VISION** - Constantly exercises full scope of visual capacity in order to operate automated office equipment.
- **HEARING** - Constantly involved in auditory and verbal interaction both interpersonally and through communication devices.
- **LIFTING** - Occasionally lifts, carries, pushes or pulls objects weighing up to 40 lbs. in order to fulfill day-to-day requirements.
- **MOBILITY** – Spends 20% of the time sitting, 50% standing, and 30% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, and crouches while performing duties.
- **DEXTERITY** - Use of eye, hand and finger coordination in order to operate office machinery.
- **COMMUNICATIONS** - Individual must be able to clearly understand the English language and be understood while speaking the English language. Multilingual skills including Spanish are an asset.
- **DRIVING** - Must be able to operate a motor vehicle. Must have current Colorado driver's license, current vehicle insurance and a driving record without serious violations. Must appropriately utilize child restraints in order to safely transport children.

Constantly: Activity exists 2/3 or more of the time
Frequently: Activity exists between 1/3 and 2/3 of the time
Occasionally: Activity exists less than 1/3 of the time.

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Employee Signature:	Date:
Human Resources:	Date: