

Order Number:

NY1476403

Date Job Order Received:

09/05/2023

Number of Openings:

1

Company Name:

Lewis County Civil Service

Job Title:

Case Aide

Minimum Experience Required:

2 years

Job Description:

Lewis County Civil Service is looking to hire a full time Case Aide. The work involves responsibility for providing support services to assist Caseworkers in implementing service plans and performing other para professional functions. The work is performed according to Federal, State and local social service regulations under direct supervision of professional casework staff with independent judgement and action allowed for routine duties. Does related work as required. TYPICAL WORK ACTIVITIES: Monitors parent visitations following court orders as required for children in foster care including encouraging proper interaction, stopping inappropriate behavior and/or conversation, and terminating visit if necessary; Provides care for children when transporting to, and waiting for, doctor appointments, etc.; Makes home visits to follow up on cancelled appointments or gather routine information; Documents transports and visits, or other contacts, with recommendations submitted to Caseworkers, as appropriate; Transports clients for visitations, appointments, and/or to family court in accordance with service plans; Assists or refers clients in life skill areas of housing, employment, school attendance, recreation, money management, day care, shopping, laundry, transportation, and escort; Assists in communication between agency, client, and the community by clarifying agency programs to individuals and conveying community cultural patterns and attitudes to agency professional staff; FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of social services programs and other community resources; Working knowledge of social services eligibility criteria; Working knowledge of modern principles and practices of social casework; Working knowledge of Federal, State and local social service regulations; Working knowledge of the social sciences, including sociology, psychology and/or human services; Ability to establish and maintain effective working relationships with social service providers, clients and co-workers; Ability to operate a personal computer and utilize common office software programs; Ability to communicate effectively both orally and in writing; Ability to interpret and follow written and oral instructions; Ability to organize and maintain accurate records and files. MINIMUM QUALIFICATIONS: A. Graduation from a regionally accredited or NYS registered college or university with an associates degree in psychology, sociology, social work, human services or closely related field; OR B. Two (2) years of study (a minimum of 60 credit hours) at a regionally accredited or NYS registered college or university including 12 credit hours in the social sciences or behavioral sciences (psychology, sociology, anthropology, counseling, criminal justice, public justice, gerontology, human behavior, social work, vocational rehabilitation, economics, geography, history, political science); OR C. Graduation from high school or possession of an equivalency diploma and two (2) years of para professional experience in a social service or community service agency, hospital, or physicians office which shall have involved client or patient contact;

Job Location:

Lowville, New York

Pay:

\$16.93 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer by mail, by email, or on-line:

Smith, Caitlyn

7660 N State Street

Lowville, NY 13367

Email: civilservice@lewiscounty.ny.gov

Web-site: <https://lewiscountyny.gov/job/case-aide/?department=52>