



Social Services Case Aide

This position is a full-time position, 37.5 hours per week, and reports to the Social Services Manager.

The Social Services Case Aide assists Court Social Workers within the Social Services Department in gathering and reporting information, coordinating services and organizing client information under the general direction of the Social Services Manager.

Duties and Responsibilities:

- Assists Court Social Workers in gathering information as needed e.g. for Medicaid applications, Social Security and other benefit issues, funeral planning, etc.
- Assists with client direct need tasks like clothes shopping, delivering items as directed.
- Gathers information and prepares reports or correspondence as requested by Court Social Workers or Social Services Manager.
- Assists Court Social Workers in maintaining and organizing the following:
 - Client electronic and hardcopy files
 - Case closure files
 - Daily mail opening and sorting
 - Responses to client bills, coordinating utility services (start/stop), etc.
- Performs other duties as assigned.

Skill/Educational Requirements:

- High School Diploma or equivalent.
- Minimum of 2 years' experience, paid or volunteer, working with diverse populations, e.g. mental illness, substance abuse, low income, or seniors.
- Minimum of 2 years' experience, paid or volunteer, in a human service or social service work environment.
- Excellent verbal, written, and organizational skills and attention to detail.
- Ability to maintain a professional image on behalf of the agency.

Minimum Proficiencies in Technology:

- Minimum of 2 years' experience using a computer
- Microsoft Word, Outlook and Excel
- Managing electronic data within a shared network

Other Position Requirements:

- Signed Confidentiality agreement
- Pass criminal background check
- Pass drug test

Work environment:

Normal hours at ElderServe's administrative offices are 8:30 a.m. to 4:30 p.m. Monday through Friday, with 30 minutes for lunch. The dress code is business casual.

Employee Signature

Date

Human Resources

Date