

POSITION DESCRIPTION

Classification: Home Manager/Case Aide

I. JOB DUTIES

A. Transportation of children in care for:

1. Visits with parents
2. Doctor appointments
3. School
4. Agency consulting psychologist visits
5. Mental health visits
6. Hospital visits or appointments
7. Placement to foster homes
8. Independent Living classes and field trips
9. Baby sitting (respite care)

B. Transportation of adult clients to:

1. Health department
2. Appointments
3. A.D.A.S. sessions
4. Mental Health visits
5. Grocery store visits
6. Shopping for children
7. General errands at times

C. Neighborhood Based Family Advocate

1. Assists caseworker by working with family to make community-based links and initiate relationships with neighborhood based formal and informal services
2. Provides support to family in skill acquisition regarding advocating for child and self
3. Assists family in developing functional relationship with foster family, support and reinforce foster parent modeling from birth family when requested to do so by caseworker
4. Provide supervised visitation – working with family while modeling effective parent/child interaction
5. Attend Family Team Meeting and Team Decision Making – Family Case Conference process upon request

C. Home Manager

1. Discuss cleaning and budgeting methods with clients
2. Assess and set up cleaning routine for clients
3. Assess and set up budget with clients
4. Monitor and document client progress by narration and/or selected forms
5. Secure cleaning aids for clients, if needed

II. JOB REQUIREMENTS

- A. Must possess a valid Ohio driver's license
- B. Must possess auto insurance required by law and agency needs
- C. A safe driving record
- D. Must have experience working with children, including infants and adolescents
- E. A willingness and ability to work with diverse populations
- F. Must have access to private auto on a daily basis
- G. Must have, at minimum, a high school diploma, college preferred

III. KNOWLEDGE REQUIRED

- A. Basic human behavior
- B. Definition, philosophy, values and outcomes of a family centered, neighborhood based approach to service delivery
- C. Basic computer skills, including Windows and WordPerfect software
- D. Basic knowledge of agency purpose and mission
- E. Knowledge of county roads
- F. Knowledge of county social service resources
- G. Knowledge of English language arts
- H. Basic math skills

IV. SKILLS REQUIRED

- A. Ability to develop and monitor a budget with clients
- B. Ability to motivate clients to follow a case plan, including housekeeping skills
- C. Ability to drive safely
- D. Ability to access services in the community
- E. Ability to supervise and manage children's behavior
- F. Ability to listen and empower clients to help themselves
- G. Ability to communicate effectively orally and written
- H. Ability to plan, organize and prioritize job duties

V. ESSENTIAL JOB FUNCTIONS

- A. Plan, organize and prioritize time and job duties
- B. Respect client's rights and that of their children
- C. Communicate effectively
- D. Listen effectively
- E. Ability to model effective self-advocacy for clients
- F. Assist in the motivation and empowerment of clients
- G. Ability to initiate relationship development between client and others
- H. Typing and computer knowledge
- I. Ability to write and read effectively
- J. Safe driving record
- K. Lift children (up to 40 pounds)
- L. Ability to enter substandard housing and endure a variety of smells
- M. Ability to be understanding but firm with clients