Basic Function
To assist agency’s foster/adopt program by providing transportation, birth family supervision, and homevisit services.

General Responsibilities
1. Participate in family and pre-service and recertification trainings
2. Participate in training opportunities for families and professionals on local, state and national levels.
3. Participate in bi-monthly clinical case consultation with all line and therapeutic staff.
4. Additional responsibilities will/may be assigned as appropriate

Specialization – Caseworker I / Case Aide
1. Manage schedule of transports and supervised visits to assist foster/adopt program by:
   a. Maintaining safe and appropriate care and properly using car seats and booster seats
   b. Supervising birth family visits in TRAC or CYF offices or in the community
   c. Closely working with BAS caseworker to keep open stream of information about cases
   d. Complete reports for each supervised visit completed
   e. Managing own schedule of transportations and practicing timeliness
2. Providing assistance as needed to other foster/adopt program staff:
   a. Assisting with home visits and accompanying paperwork
   b. Assisting with family profile writing

Technical Knowledge
- Understanding of Adoption/Foster care Regulations
- Understanding of family movement through adoption process
- Understanding of adoption issues
- Proficient knowledge of MH/MR diagnoses
- Knowledge of county systems
- Knowledge of child welfare system
- Basic Computer skills (All programs)

Skills
- Organizational/Time management skills
- Problem solving skills
- Self-starter
- Strong writing skills
- Cultural competency
- Ability to multi-task
- Ability to work independently and as part of a team
- Ability to communicate competently and effectively
- Flexibility

Education/Training
Act 33/34 clearances and FBI finger printing
Use of insured automobile and valid driver’s license
CPR/1st Aid Certification

Experience
Entry level position. Experience in adoption and or foster care a plus. A combination of education and experience may be accepted as approved by the CEO.

I have read and understand all of the duties described herein. Any questions I may have about these responsibilities will be brought up with my direct supervisor.

Print Name: ____________________________ Sign & Date: ____________________________