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Job Title: Case Aide  
Business Specification: Adult Services  
Department: Health and Human Services  
Last Reviewed: 12/2024

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**Position Summary**

The primary purpose of this position is to support Morrison County Health and Human Services staff and supervisors leading to a higher level of service delivery for clients, more efficient utilization of manpower, a greater degree of compliance with rules and regulations, and more timely responsiveness to agency management, clients, and the community at large.

**Position Specific Responsibilities**

- Case Aide Duties:
  - Conducts paraprofessional tasks to support MNCHOICES process.
  - Performs clerical functions as assigned.
  - Performs statistical operations relevant to health and human services procedures.
  - Provide coverage for office support.
- Maintains Professional Standards and Follows Legal Guidelines
  - Utilizes bulletins, rules, statutes, and or manuals to seek answers and solutions to questions encountered in completing job responsibilities.
  - Utilizes supervision and consultation in a timely manner.
  - Maintains data privacy requirements.
  - Work is conducted as a team member being conscientious with the use of Agency time.

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This is an addendum to a primary job description and the responsibilities listed are in addition to primary job responsibilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_