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Job Title:	Case Aide
Business Specification:	Child Protection Case Aide
Department:	Health and Human Services
Last Reviewed:	December 2024

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### **POSITION SUMMARY**

This position is responsible for assisting social workers with managing cases by performing client services, clerical, and related tasks. This includes attending meetings; recording notes; preparing and maintaining reports, forms, records, and other documents; and other assigned areas; ensuring compliance with licensing or other program requirements; troubleshooting information system issues; responding to complaints; identifying violations; serving as a liaison to, assisting, and coordinating with applicants, and other internal and external staff and agencies and performing related duties. Additionally, the case aides that serve the Child Protection team will also be responsible for assisting with supervised visits and transportation in cases identified by the supervisor.

### **Position Specific Responsibilities**

- Coordinate and conduct supervised visitation for new placements/relative arrangements.
- Assist with transporting children to and from visits if foster parents are unable.
- Able to properly install and utilize car seats.
- Maintain a select caseload of ongoing clients who need supervised visits but not parenting skills.
- Provide coverage for other visit supervisors who cannot conduct a visit.
- Maintain a flexible schedule and possess strong time management skills. Visitation and transportation may occur outside of normal business hours, which requires flexing of the schedule within the 40-hour work week.

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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: \_\_\_\_\_