

Washington County Department of Human Services



Estb. 1887

WE ARE HIRING!

The Ideal candidate will possess specific skills in the areas of early childhood or early childhood education. This individual needs to be a self-starter and have excellent communication and interpersonal communication skills. The preferred candidate must have a strong attention to detail.

The Case Aide for Child Welfare will provide supportive services to the Child Welfare cases under the direction and supervision of the Case Worker and/or Supervisor. The Office Aide responsibilities will be working with Eligibility in the program area under the supervision of the Eligibility Supervisor.

This position transports children and biological parents to necessary appointments and visits. In addition the Child Welfare Case Aide may be required to supervise visits as requested and perform additional needs as related to the Child Welfare Department. The Eligibility work may require data entry and scanning documents.

Requirements:

- Must be able to pass a background check.
- Must possess a valid Colorado drivers license, in order to provide transportation for children and families in the Child Welfare Program
- Supervise visits for biological parents and children in the Child Welfare Program and document them in the Colorado Welfare System.
- Maintain the safety of the children during a visit.
- Ensures safety of children through the proper use of car seats and seat belts.
- Maintains and clean agency vehicles on a weekly basis.
- Provides supervision of parent visits as requested by Child Welfare Staff and/or Supervisor
- Attends program meetings as required.
- Performs other special assignments at supervisor's request.
- Attend state provided trainings/ travel for trainings for Education requirements if necessary

Team Player in all areas

\$2500.— \$2800. per month based on qualifications - Full Benefits

Qualified individuals need to submit a resume and application to the Department of Human Services at 126 West 5th Street Akron Colorado 80720. Applications can be obtained by calling 970-345-2238.