

CASE AIDE SERVICES PRIORITY

Agency Case Aide/Clerical Priority

FACE-TO-FACE WORK

- Arrange transportation for child(ren) and clients
- Transport child(ren) and clients
- Face-to-Face fieldwork
- Conduct site visits
- Coordinate care
- Coordinate services
- Assist with home visits
- Supervise parental visits
- Observe interaction between child and parent
- Provide direct childcare to families getting services at the agency

- Monitor progress and compliance with case plan
- Communicate knowledge of community services
- Manage or assist on special projects
- Outreach services
- Foster home recruitment
- Foster home licensing
- Teach independent living skills
- Provide emergency assistance to Intake Services Teams
- Administrative support

Case Aide Services Priority

ADMINISTRATIVE SUPPORT

- Request records from providers
- Prepare court documents
- Initiate referrals for clients
- Coordinate services for clients
- Research and gather case information for workers
- Filing, uploading, organizing case content
- Other needed administrative tasks currently falling through the gaps