



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

JOB CLASSIFICATION TITLE: CASE AIDE

DEPARTMENT: JOB AND FAMILY SERVICES  
CHILDREN SERVICES DIVISION

WAGE RATE: \$14.91 PER HOUR

SCHEDULED HOURS: FULL-TIME  
(FLEXIBLE SCHEDULE  
POSSIBLE EVENING HOURS  
UP TO 8PM SEVERAL TIMES A  
WEEK)

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE  
CALENDAR DAYS, BEGINNING JUNE 20, 2018

**VISIT AND COMPLETE THE APPLICATION AS FOLLOWS:** CLICK ON JOB POSTINGS  
THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN  
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO:  
[WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER WITH  
QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. JUNE 29, 2018.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Position Title:** Case Aide (full-time)                      **Incumbent:**

**Class Title:**

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<b>Department:</b>	Children Services Division of Department of Job and Family Services	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Protective Services Supervisor	<b>Civil Service Status:</b>	Classified
<b>Pay Range:</b>	5	<b>Employment Status:</b>	Full-time
<b>Probation:</b>	365 days	<b>Lunch:</b>	Unpaid
<b>Work Hours:</b>	40 hours a week (May include evening hours)		

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**JOB RESPONSIBILITIES:**

Under general supervision provides technical assistance to institution-based community, state and/or federal agencies or medical providers in developing, expanding and/or monitoring delivery of social or psychiatric/rehabilitation or medical programs, projects or services; consults with agencies to coordinate administration of programs; and monitors program operation.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion off secondary education with preference toward bachelor's degree.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Ohio driver's license

**ESSENTIAL FUNCTIONS:**

1. Assist caseworkers with transportation for clients (families, children, and/or foster children) for purposes of: visitations, medical appointments, therapy, other services, etc.
2. Supervise visitations between foster children and their parents with and/or for caseworkers.
3. Run professional errands for caseworkers or other staff on behalf of the clients, such as picking up clothes or medication for children in foster care, arranging for emergency food for a family, and more.

**POSITION DESCRIPTION**

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4. **Assist caseworkers and staff (and in emergencies if available) for example, answering telephones, placement of children, obtaining needed reports, paperwork, etc.**
5. **Documenting in writing for caseworkers records any contact or involvement with client and/or service providers.**
6. **Other duties as may be assigned or developed.**
7. **May coordinate programs with local, state, federal and/or other agencies, develops community resources to benefits program and program recipients; consults with other institutions, district office, program recipients and their families, parents, foster parents and/or other public/private structures.**
8. **May conduct or assist in training programs for community residential service providers, volunteers, tutors, potential employers, employees, foster parents and/or other related program participants.**
9. **Participates in variety of public relations activities pertaining to successful program operation (e.g. speaks to community groups, attends or participates in staff meetings, seminars or workshops); reads publications to maintain current and updated resource information.**
10. **Writes, completes and prepares correspondence, reports, forms, and maintenance required records and files for monitoring and evaluating, of program services.**
11. **Demonstrates regular and predictable attendance.**
12. **Provides home maker services monitoring and documenting services through SACWIS.**
13. **Participates in the provision of Mothers Group.**
14. **Follows all safety and health practices under the Warren County Board of Commissioners as described in the attached addendum.**

**OTHER DUTIES AND RESPONSIBILITIES:**

1. **May be required to attend meetings and/or seminars.**
2. **Perform other duties as required by supervisor, workers.**

## POSITION DESCRIPTION

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**KNOWLEDGE, SKILLS AND ABILITIES:** (\* indicates developed after employment)

**Knowledge of:** departmental policy and procedures; office practices and procedures; public relations; must be familiar with and work within applicable laws, regulations and rules governing the child protection process in general.

**Skill in:** organizing; writing: oral communication; typing; performing computer operations; Interpreting data; and report writing.

**Ability to:** research and interpret rules and regulations;

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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

**Date Adopted: 12/20/07**

**Date Revised:**