

CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.

POSITION DESCRIPTION

Social Service Aide
(Administration/Permanency Program)

Non-Exempt
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MISSION STATEMENT:

Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

OVERALL PURPOSE:

This position serves as the support personnel for the Permanency Department. This position would be responsible for transporting foster children to visits, appointments, filing and helping to create digital lifebooks.

ESSENTIAL FUNCTIONS :(other duties may be assigned)

1. Receive all information about the client from the Permanency Case Manager.
2. Compile information into life book and return to Permanency Case Manager.
3. Attend training as necessary and as directed to match average hours worked.
4. Provide transportation for appointments and visits on a weekly basis.
5. Follow all safety regulations when transporting foster children in agency vehicles.
6. Be able to install/utilize car seats according to regulations.

OTHER DUTIES:

1. Perform other related duties as required.

SUPERVISION RECEIVED:

Supervision is received by the Foster Care/ Permanency Director.

SUPERVISION GIVEN:

N/A

WORKING CONDITIONS:

1. May be able to work remotely occasionally.
2. Be available in the evenings and weekends as needed.

MENTAL/PHYSICAL REQUIREMENTS:

1. Must be able to walk, sit, and stand throughout the workday as needed.
2. Must possess ability to use both legs, ability to use both hands, communicate orally, and hear conversation.
3. Must be able to talk, hear, read and write.
4. Repetitive finger movement.
5. Requires specific visual requirements.
6. Ability to lift up to 25 pounds occasionally.

QUALIFICATIONS:

A. EDUCATION/TRAINING/LICENSE/CERTIFICATION

High School Graduate or General Education Degree (GED).

B. WORK EXPERIENCE

C. CONDITIONS OF EMPLOYMENT

Must possess Act 33, Act 34, and FBI clearances.

Must attend training to match average hours worked.

Must be 21 years of age.

Attend annual HIPAA training.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Requires excellent documentation and organizational skills.
2. Must be flexible and be able to work independently.

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3. Must be able to communicate effectively, both orally and in writing and possess good documentation skills.
 4. Requires the ability to utilize various office equipment (i.e., computer, copy machine, fax machine, power point, etc.).
 5. Must be a mandated reporter of child abuse.
 6. Must be able to transport self and others.
 7. Follow all confidentiality and universal precaution guidelines.
 8. Knowledge of and ability to use Nonviolent Crisis Intervention and First Aid/CPR.
 9. Strictly adhere to all HIPAA requirements as a covered entity.
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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee and/or Candidate

Date

Signature of Supervisor or HR Representative

Date

Revised 04/2020