



Job Description

Position: Case Aide
Program/Department: Preventive Services
Reports to: Unit Supervisor
Hours: Full Time

Position Summary:

BCS' preventive services program provides therapeutic and supportive services to families who have active child welfare cases or who are at risk of child maltreatment. The goal of our work is to prevent foster care and work with families to create long lasting solutions. Case aides are assigned to a unit and work closely with unit members to provide case management and administrative support. This position would be ideal for aspiring clinical social workers who want to gain experience in the field and see up close, what clinical work in child welfare looks like.

Responsibilities:

- Provide clerical assistance to casework staff, Social Work Supervisor, and Director
- Retrieve educational, medical, mental health and other relevant documents from various providers
- Provide advocacy/referral assistance to client-families as needed
- Participate and work within a clinical team; this includes attendance to all unit meetings, knowledge of and support for approximately 48 cases service needs, case management, family advocacy, documentation and coverage needs.
- Support program compliance requirements including; timely documentation, interface with Quality Assurance department and administrative support teams, tracking and ensuring contacts are in compliance, maintaining filing system and conducting outreach.
- Ensure that entries into connections & PROMIS are updated, accurate, and submitted within deadline
- Participate in agency wide groups and meetings as required
- Assist with development of funding proposals as needed
- Flexible hours including 2 late nights
- Other tasks as may be required.

Qualifications:

- High School Diploma or Equivalent, BA preferred
- Must be able to travel
- Strong writing and communication skills

Qualifications Preferred:

- Bilingual in Spanish, Chinese, Russian, Arabic strongly preferred

How to apply:

[Click here to apply to the Case Aide role](#)