

**MONTEZUMA COUNTY DEPARTMENT
OF SOCIAL SERVICES
CHILD WELFARE SERVICES
SUPERVISED VISITATION
CASE AIDE**

Montezuma County Social Services has an opening for one Child Welfare Supervised Visitation Case Aide.

SALARY: \$16.89/hour plus Health, Dental, Vision, Life, EAP, HSA Insurance, 10 paid Holidays, Annual and Sick Leave and a 401K match

JOB SUMMARY: Under the supervision of the Child Welfare Supervisor and/or Child Welfare Manager, provide supervised visitation between children in out of home care and their parents, siblings or family members. Case Aide duties include observing and recording interactions during the visit, coaching and modeling of parenting skills, connecting parents to available formal and informal community resources, and transportation of children to and from the visitation. The job requires schedule flexibility and sensitivity to the program population's cultural and socioeconomic characteristics. All visits occur in neutral community location.

The position will also assist caseworkers in support of a case plan and provides the necessary services that do not require casework skills. Services are in such areas as child protection and youth-in-conflict. Performs clerical/administrative tasks as needed.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following. (*Other duties as assigned.*)

Provide supervised visitation between children in out of home care and their parent(s)/family member(s).

Coordinate transportation with the foster family and or transport child(ren) to visit parent(s)/guardian(s). Ensure motor vehicle safety and follow all transportation policies, traffic safety regulation and laws.

Follows direction as to the location, frequency, duration and who may be present during the visit.

Is present during the entire supervised visit to ensure the safety and welfare of the child(ren). Ensures that all contact occurring during the entire visit between the child and the parent(s) or family member(s) is within the staff member's hearing and sight always, and that discussions are audible and understandable to the staff member.

Ensures that visitation occurs at times that are convenient to children, families, including evenings and weekends.

Develops and maintains documentation of client interactions, including the child's reactions before, during and after visitation. Maintains client records and files in a complete and efficient manner, meeting all required deadlines.

Makes referrals to protective services of actual or alleged abuse or neglect cases. Provides information and assists with completing applications.

Maintains accurate records, documents communication with clients and prepares required reports.

Arranges supportive services such as transportation for clients as needed.

Answers phone, directs all calls to the appropriate internal and external authorities. Receives and data enters all referrals in the Trails application. Scans and uploads all documentation accurately and timely. Requests forms and copies of required documents as needed, compiles information for use by others.

Will be responsible for ordering office supplies, managing county vehicle maintenance logs and requesting services as needed.

MINIMUM QUALIFICATIONS:

High School diploma or GED

One-year fulltime experience, which provided extensive public contact in a related service field.

Valid Driver's License

Bilingualism is a plus

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Community resources available to assist clients.

Recordkeeping, report preparation, filing and records management.

County policies, procedures, rules, ethics, regulations and confidentiality.

Basic function of service delivery and intervention.

An understanding of basic child development.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Uses tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting deadlines, and following up on assignments.

Applying logical thinking to accomplish tasks; understand, interpret and communicate clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to respond to each client with empathy and respect.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to make critical decisions in high stress situations.

Ability to obtain, process and utilize incoming information.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, reach with hands and arms, use hands, fingers to handle and feel, and speak and hear. The employee may occasionally be required to lift and/or move up to 50 pounds.

The employee may frequently be required to ascend and descend stairs, walk on snow and ice and walk in rural environments. The employee may also be required to drive in inclement weather and to remote areas and maybe be required to work beyond the normal business hours.

WORKING CONDITIONS:

Work will be performed in a variety of environments, including the office, client homes, and community agencies and may involve potential exposure to hazardous and/or violent environments and/or clients.

The working conditions are typically quiet, but at times may be loud.

Applications may be obtained from Montezuma County Department of Social Services, or online at www.montezumacounty.org. Please return application to Montezuma County Department of Social Services at 109 W Main, Room 170, Cortez, CO 81321 Deadline for applications: Open until filled. Questions please call 970-564-4138. AA/EOE