



**DEPARTMENT OF CHILDREN AND FAMILIES**

**JOB OPPORTUNITY**

**Social Work Case Aide**

**Part-Time 22 hours**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Public

**Location:** Waterbury Area Office - 395 West Main Street, Waterbury, CT 06702

**Job Posting No:** **WY108253JG**

**Hours:** 22 Hours per Week (Wednesday & Friday 1:00pm – 7:00pm; Thursday 12:30pm – 6:30pm  
Saturday 9:00am – 1:00pm)

**Salary:** \$22.24 - \$28.19 per hour

**Closing Date:** **8/18/17 COB**

**PURPOSE OF CLASS:** In the Department of Children and Families this class is accountable for performing paraprofessional case management and client services activities to support and augment professional services provided to agency clients by agency social work staff.

**EXAMPLES OF DUTIES:** Transports children and/or clients to and from supervised visits, medical and other service appointments and court appointments; supervises family visitation sessions in office and/or home settings; observes interaction of parent(s) and child during visits and takes notes regarding interaction of family for review by Social Worker and inclusion into case file; prepares reports regarding client contacts; accompanies Social Worker on emergency and other field visits especially in cases where an interpreter is needed; supervises children in regional office during emergency procedures; obtains medical, social and other records to assist professional staff in developing family history; makes collateral contacts to community agencies such as schools, doctors, police and social service agencies to obtain necessary information; picks up and delivers cars for servicing; assists clients in completing forms relating to assistance or service requests; may perform clerical activity such as typing narratives, filing and obtaining case files and copying and arranging various documents, referral information and other written material; may shop for clients for food, clothing and household items; may act as an interpreter for staff in cases involving non-English speaking clients or individuals; may testify in court regarding information directly observed in client contacts; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of agency programs, policies and procedures; knowledge of human behavior and family dynamics; interpersonal skills; oral and written communication skills; ability to prepare clear and concise reports of client contacts; ability to observe, record and report significant aspects of client contacts.

**General Experience:** Two (2) years of experience providing social and/or human services to children, youth or families or performing basic technical or complex clerical duties in social or human services is required.

**Substitution allowed:** College training in a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for an Associate's or Bachelor's Degree.

**Special Requirements:**

1. Department of Children and Families: Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's License.
2. Incumbents in this class are required to travel.
3. Incumbents in this class may be required to speak a foreign language.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to some risk of injury from assaultive and/or abusive clients.

**Note:** The filling of this position shall be in accordance with reemployment, transfer, promotion, SEBAC and merit employment rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**DEPARTMENT OF CHILDREN AND FAMILIES  
Jenny Nguyen - HUMAN RESOURCES  
131 West Street  
Danbury, CT 06810  
FAX: 203-207-5235**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.