



Job Description

Department: Children and Youth Services
Position Title: Case Aide I
Pay Classification: YFI 00-01 (Entry \$18.07/hr.)
Reports To: Program Specialist/CYS Director

Position Summary:

This position serves as a County Social Services Aid I and provides services to children, youth and families involved with Mercer County Children and Youth Services Agency. This position is supervised by a Program Specialist and assists Caseworkers and Caseworker Supervisors as assigned by the Program Specialist.

Major Duties & Responsibilities:

- Provide support to Caseworker staff in the delivery of services to children, youth and families involved with MCCYS.
- Transportation of clients for visitation, appointments, and activities, as assigned by the Program Specialist.
- Work collaboratively and effectively with children, youth and families involved with MCCYS.
- Complete case-record documentation in accordance with policy, procedure and regulations.
- Attend court hearings as required.
- Attend individual supervisory meetings, unit meetings, and staff meetings to assist in developing performance skills, and to ensure ongoing knowledge of current policies and procedures, as well as any updates and/or changes.
- Participate in team meetings as deemed necessary.
- Work collaboratively with social-service agencies, schools, hospitals, courts, and other community resources. Prepare correspondence, reports, and other materials, and maintain records as required.
- Demonstrate cultural sensitivity and promote cultural competence.
- The employee understands that he/she will perform all duties, while adhering to and promoting the trauma-informed care and healing-centered approaches and principles as laid out in the Trauma-Informed PA Plan of 2020
- Other duties as directed by the Program Specialist.

Job Requirements:

- High School Diploma or equivalency.
- Standard hours of work are Monday through Friday from 8:30 a.m. until 4:30 p.m. with a $\frac{1}{2}$ hour lunch (37.5 hours/week).
- Additional time at work may be required and flexibility of work times may be required to meet the needs of the population served.
- All required Child Abuse and Criminal History Clearances.
- Valid Driver's License.
- Must possess the ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to react quickly, physical and/or mentally, in the event of a disturbance or physical outbreak.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching, as necessary to carry out the job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso to carry out job duties.
- Sedentary work that may incur occasional lifting/carrying objects, with a maximum weight of thirty (30) pounds.

To Apply:

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County
HR Department
125 S Diamond Street, Suite 17
Mercer, PA 16137
hr@mercercountypa.gov

Applications can be submitted via USPS, e-mail, or hand delivered.

Deadline to Apply: Position posted until filled