



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

JOB CLASSIFICATION TITLE: CASE AIDE

DEPARTMENT: JOB AND FAMILY SERVICES
CHILDREN SERVICES DIVISION

WAGE RATE: \$20.03 PER HOUR

SCHEDULED HOURS: FULL-TIME
(FLEXIBLE SCHEDULE
POSSIBLE EVENING HOURS
UP TO 8PM SEVERAL TIMES A
WEEK)

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING FEBRUARY 11,
2025

VISIT AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS
THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH
QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$310 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

POSITION TITLE: VISITATION CASE AIDE

INCUMBENT:

CLASS TITLE:

Department: Children Services	FSLA Status: Non-Exempt
Reports To: Support Services Supervisor	Civil Service Status: Classified
Pay Range:	Employment Status: Full-time
Probation: 365	Lunch: 30 minutes; unpaid
Work Hours: 8am – 4:30pm	

JOB RESPONSIBILITIES:

Under general supervision, this position will work a flexible schedule to provide children with transportation to family visits, provide supervision during those visits, and assist caseworkers with their workload. The case aide will organize their schedule, maintain the visitation center, document their observations, and testify in court as needed. The case aide will give feedback to families regarding parenting and ensure that the needs of the children are being met during visits.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.

High School Diploma or equivalent; completion of some secondary education towards bachelor's degree preferred.

LICENSURE AND CERTIFICATION REQUIREMENTS:

1. Valid Ohio Driver's License and Dependable Transportation
2. Auto insurance required by law and agency needs

ESSENTIAL FUNCTIONS:

1. Assist caseworkers with transportation for children for purposes of visitations, medical appointments, therapy, other services, etc.
2. Supervise visitations between foster children and their parents.
3. Run professional errands for caseworkers or other staff on behalf of the clients, such as picking up clothes or medication for children in foster care, arranging for emergency food for a family, etc.
4. Assist caseworkers and staff and in emergencies if available, for example: answering telephones, placement of children, obtaining needed reports, paperwork, etc.

5. Documenting, in writing, for caseworker's records any contact or involvement with client and/or service providers.
6. May conduct or assist in training programs for service providers, volunteers, tutors, potential employers, employees, foster parents and/or other related program participants.
7. Participates in variety of public relations activities pertaining to successful program operation (e.g. speaks to community groups, attends or participates in staff meetings, seminars or workshops); reads publications to maintain current and updated resource information.
8. Writes, completes, and prepares correspondence, reports, forms, and maintenance required records and files for monitoring and evaluating, of program services.
9. Demonstrates regular and predictable attendance.
10. Follows all safety and health practices under the Warren County Board of Commissioners as described in the attached addendum.
11. Other duties as may be assigned or developed.

KNOWLEDGE, SKILLS, AND ABILITIES: (*indicates developed after employment)

KNOWLEDGE of: departmental policy and procedures; office practices and procedures; public relations; must be familiar with and work within applicable laws, regulations and rules governing the child protection process in general.

ABILITY to: organizing; writing: oral communication; typing; performing computer operations. Interpreting data; and report writing.

SKILLS in: providing care for children, organizing; writing; oral communication; typing; computer operations; report writing; and de-escalation.

SIGNATURE

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)