

SNOHOMISH COUNTY JOB DESCRIPTION

CASE MANAGEMENT AIDE

Spec No. 2045

BASIC FUNCTION

To help Case Managers assist functionally impaired adults to obtain and effectively use necessary support services designed to achieve and maintain the maximum level of health and independence of which they are capable.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in implementing the service plan under the direction of the designated Case Manager.
2. Assists in providing intake and pre-screening to determine client's eligibility for the respite program.
3. Assists clients with the completion of forms and other paper work.
4. Provides other related assistance which can not be provided over the telephone.
5. Develops and maintains a community resource file.
6. Develops lists of persons available for yard work, chopping wood, attendant care, household chores, etc.
7. Assists in the preparation of publicity.
8. Assists in record maintenance.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

At least two (2) years of college level courses in a relevant field and at least two (2) years experience providing direct human services. Experience may be paid or volunteer. Must pass job related tests.

PREFERRED QUALIFICATIONS

Experience providing services to disabled and older people is preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, will be required prior to appointment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- the aging process
- social, financial and health problems confronting older persons and persons with disabilities
- available community resources

Ability to:

- establish and maintain rapport with clients and their families
- communicate effectively with people regardless of age, sex or social, economic or cultural background
- express ideas and recommendations clearly and effectively both orally and in writing
- establish and maintain effective working relationships with social service system officials, community agency staff, other county employees and the public

SUPERVISION

Employees report to the Case Management Supervisor. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. The work is reviewed through reports, conferences and meetings.

WORKING CONDITIONS

The work is performed in a variety of settings including client homes, adult family homes, congregate care facilities and the usual office environment. Employees may be required to travel to clients' place of residence.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 1994
Revised: June 1996, January 2017
EEO Category: 5 - Paraprofessionals
Pay Grade: 235 Classified Pay Plan
Workers Comp: 5306 Non-Hazardous