

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV80269</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>ASRRCPS</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>10</b>
<b>Workers Comp Code:</b>	<b>8832</b>		

<b>Job Code Established:</b>	<b>01/17/04</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>02/19/04</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Public and Social Services

**JOB CODE TITLE:** CHILD PROTECTIVE SERVICE CASE AIDE I

**HRIS TITLE:** CPS CASE AIDE I

**CHARACTERISTICS OF THE CLASS:** Under immediate supervision, performs highly prescribed and structured work at an entry-level providing a variety of services to families, children and adults in various social service programs; such as paraprofessional and clerical work for a department within Child Protective Services involving assistance to caseworkers and eligibility workers. Duties include assisting in the development and monitoring of case plans and in the application and eligibility determination process and providing clerical support. Work is performed under the supervision of an administrative superior. This class is distinguished from the Case Aide II by a difference in the general level of tasks performed, knowledge and skills applied. This is an entry-level class and most knowledge and skills utilized are developed on the job.

**EXAMPLES OF DUTIES:** Conducts initial interviews with clients, assisting with application process and gathering information for use in eligibility determination or case plan development. Provides program and service information to clients, individually or in group orientations. Refers clients to other agencies, community resources, and service providers, as appropriate. Obtains necessary verifications and release forms. Schedules client appointments with eligibility workers, counselors, or caseworkers. May develop and revise individualized case plans, under close supervision of a professional counselor or caseworker. May meet with clients to monitor compliance and progress with case plans. May determine client eligibility for emergency or other benefits as assigned. Coordinates services with other offices, departments, consultants, and community agencies. Provides clerical support for office operations. May supervise a small clerical staff. Escorts and transports children and adults to and from their homes, foster homes, institutions and various medical, dental, psychological, educational, counseling, employment or recreational resources; advises and assists clients and their families in home care and maintenance, meal planning, child care, budgeting and related tasks; gives information to applicants for services and to clients in CPS. May process bills and authorizations, simple overpayments, payroll, or receipt transmittals. Maintains case documentation, transfers or closes files, and ensures correct and consistent data entry of case information. Performs related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Departmental policies and regulations applicable to the assigned programs; casework record maintenance procedures; human services and facilities available to applicants

and clients; available community resources available that may be utilized on behalf of applicants or clients.

**Skill/Ability to:** plan work routines and implement work assignments with increasing independence and effectiveness as experience is acquired; interpret and apply eligibility criteria; collect, maintain and process a variety of financial data; establish and maintain work relationships with children, adults and families in the client group; communicate verbally and in writing.

**SPECIAL SELECTION FACTORS:** Requires possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.