



Camelot Care Centers, Inc. is seeking a P/T Case Aide – Spanish Speaking a Plus

**Summary of Duties:**

Assists child-welfare workers and counselors in the delivery of services to children and families by performing the following duties

**OTHER QUALIFICATIONS** This position requires the following additional qualifications.

- Valid State Driver's License (In good standing). If moving to Illinois after position is accepted, must obtain an Illinois Driver's License within 30 days from Date of Hire.
- CPR & First Aid Certification within 30 days from date of hire
- Appropriate automobile insurance (at least state minimum)
- Current physical and TB (PPD) test within 30 days of employment.
- Signed employee acknowledgement of physical health and infection control responsibilities

**Essential Duties and Responsibilities:** Other duties may be assigned.

- Provides for safe transportation for children and adolescents to and from sibling and/or parenting visits, medicals, dental visits, counseling appointments, psychiatric visits etc. as needed.
- Gather information and arrange for appointments for clients per the request of case manager or counselor.
- Secure documentation from other sources per the request of case managers or counselors such as medical reports, school reports, birth certificates etc.
- Provide supervision for sibling or parent visits as needed.
- Communicate with treatment staff regarding any issues with children and families while under their supervision.
- Complete appropriate documentation regarding activities performed.
- Assist in filing and the answering of phones as directed by the Regional Director.

**Specific Education, Certification and Skill Requirements:**

High school diploma or general education degree (GED), no prior experience or training.

Camelot offers competitive salary, mileage reimbursement & benefits. Vehicle required. Pre-employment background check required.