



## JOB DESCRIPTION

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| <b>Title:</b> Case Aide                             | <b>Employment Status:</b> Full time                                |
| <b>Department:</b> Operations                       | <b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt |
| <b>Position Reports to:</b> Senior Program Director |  |

### SUMMARY / OBJECTIVE

The incumbent supports the creation, maintenance, tracking, and distribution of Statute 245D documentation. The incumbent also generates activity, outcome, and status reports as well as performing general clerical duties.

**ESSENTIAL FUNCTIONS AND PRIMARY RESPONSIBILITIES** – Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### JOB RESPONSIBILITIES

- Draft 245D documentation such as service plans, health needs records, progress review meeting summaries, and notices of service termination for supervisory review and approval.
- Assist staff in updating and maintaining files, records, reports, and other documentation to reflect program participant status, needs, and services.
- Interface with internal staff regarding service and support requirements.
- Collaborate with other staff regarding program participants' ongoing needs, problems, and opportunities.
- Generate and maintain spreadsheets, databases, and other records to ensure that services are recorded and can be properly billed.
- Correspond with family members, personal representatives, social workers, and county personnel regarding documentation and service requirements.
- Provide general administrative support including mail, office supplies, scheduling, copying, filing, and coordination with other locations and departments.
- Participate in direct service delivery when necessary.

### JOB SPECIFICATIONS

#### EDUCATION AND CREDENTIALS

- Pass a DHS Background study and Office of the Inspector General (OIG) and maintain clearance to provide direct contact services without continuous supervision.

- Reliable transportation for work purposes, a valid driver’s license, a driving record approved by our insurance company and proof of valid car insurance. Minimum of 21 years of age to drive company vehicles.
- High school diploma.
- Meet state requirements to be able to pass medications.

**EXPERIENCE**

- Two years of administrative experience
- One year of experience with a 245D licensed disability services provider

**SKILLS AND ATTRIBUTES**

- Familiarity with Statute 245D requirements
- Proficiency in Microsoft Office Suite
- Excellent organizational skills
- Ability to manage multiple priorities
- Attention to detail
- Solid teamwork skills
- Ability to communicate effectively with internal and external entities
- Confidentiality

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB**

**R = Rarely (0-15%) O = Occasionally (16-45%) F = Frequently (46-100%)**

The incumbent must be able to:

|   |   |
|---|---|
| 1. Perform heavy lifting (between 50-80 lbs.)   | R |
| 2. Perform light lifting (less than 50 lbs., usually around 5-10 lbs.), squatting, kneeling, reach overhead, bending/twisting   | O |
| 3. Ability to work in a noisy environment with distractions, including loud noises, odors and multiple interruptions. Most of the job is indoors but may need to travel to other locations or participate in outdoor activities.          | O |
| 4. Perform other physical requirements such as sitting, standing, walking, grasping/grabbing, using a keyboard and/or mouse, audio visual equipment and technology, operate office equipment, track systems and other adaptive equipment. | F |
| 5. Hear and speak in order to use telephone, participate in meetings and deliver training 1:1 and in group settings, communicate with people inside and outside of organization.  | F |

**WORK AUTHORIZATION**

Authorized to work in the United States

**AAP / EEO STATEMENT**

PAI is fully committed to equal employment opportunities (EEO). All employment decisions will be made without regard to race, color, age, religion, sex, pregnancy, marital status, familial status, disability, national origin, sexual orientation, veteran status, status with regard to public assistance or activity in a local human rights commission, or any other protected class. In addition, we comply with all applicable state and local laws governing nondiscrimination in employment in every location in which we maintain facilities.

Decisions concerning employment are based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of the other applicants or employees, and the individual's past performance within the organization. Employment decisions include, but are not limited to: recruitment, hiring, promotions, salary or other compensation, benefits, transfers, corrective actions, layoffs, termination and training.

If you believe that an employment decision has been made that does not conform to management's commitment to equal opportunity, the matter should be brought promptly to the attention of Human Resources. Your complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint. Please see the PAI Workplace Harassment Policy for additional information.

*I acknowledge that I have read, understand and agree with the contents of this position description. I agree to use my best efforts to fulfill all expectations of the position. I also acknowledge that I am an at-will employee.*

*This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date