

JOB POSTING

**The Florida United Methodist Children's Home
is currently seeking applicants for the following position.**

Case Service Aide

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

Case Service Aide is required to transport children to-and-from parenting coaching sessions from schools, day care centers, and foster care homes/relative homes. Case Service Aide will be working with Parent Coaching Specialist to coordinate transportation and keeping accurate records. Case Service Aide will be required to do Substance Abuse testing for parents and teens when needed. Case Services Aide will be required to research and provide resources to Parent Coach Specialists for clients.

EDUCATION

- High school diploma or GED
- Two (2) years work experience in child welfare or Human Services organization

QUALIFICATIONS

- Must be at least 21 years of age (licensing requirement)
- Possess a valid Florida Driver's License
- Must be insurable under FUMCH's automobile policy (i.e., no more than two (2) moving violations in the last three (3) years -DUI or reckless driving are automatic exclusions). At time of hire, a 36 month (three year) driving record from DMV will be run by Human Resources
- Have access to reliable, safe transportation with acceptable vehicle insurance to be used for agency as indicated by program if necessary

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Daily transportation for children only (no parents) as assigned per case by Parenting Coach Specialist and Program Director
- Comply with safe driving practices and follow procedures for getting emergency assistance in case of vehicle breakdown
- Work with Foster Care parents, day care centers, school to coordinate transportation for children to and from visitation sessions
- Provide safe, timely transportation of clients to and from the facility as assigned
- To provide resource services (research) for parents and children in order to reunify children as speedily and safely as possible
- Able to work flexible hours - work hours include working into early evening during the week (Tuesday to Friday) and Saturdays
- Conduct substance abuse testing for parents and teens as needed
- Attend professional trainings (as per Program Director) and pass these trainings for continued employment
- Other duties as deemed appropriate by supervisor (Program Director) in order to provide quality services for clients
- Sensitivity to the service population's cultural and socioeconomic characteristics.

SUPERVISORY RESPONSIBILITIES

This job does not have any supervisory responsibilities, but works directly with Parenting Coach Specialists and foster parents or relatives.

OTHER SKILLS

- Able to positively interact and develop rapport with clients and their families, professional support staff, and various levels of staff from community agencies
- Ability to maintain a calm, non-defensive, supportive attitude during stressful situations with children and parents
- Ability to read, analyze, and interpret, technical procedures or governmental regulations as per Florida Statutes and FUMCH policies and procedures
- Ability to complete other forms/paperwork as directed by program director (e.g., Critical Incident Reports) and write professional journal reports for each transport session
- Ability to keep track of transportation records for mileage reimbursement

CERTIFICATES LICENSES, REGISTRATIONS

- CPR certified at time of hire or within one month of hire date (must maintain certification throughout employment with FUMCH)
- Standard First Aid certified at time of hire or within one month of hire date (must maintain certification throughout employment with FUMCH).
- Valid Florida Driver's License

All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

Equal Opportunity Employer / Drug Free Work Place

To apply: e-mail resume to jobs@fumch.org, or Fax to (386) 668-3363, Attn: Human Resources.

If you know of anyone interested in the above position, please tell them to send a resume to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources