



JOB POSTING

Position: Bi-lingual Case Aide	
Reports To: Case Management Administrative Coordinator	Department: FES
Status: Part-time, Non-Exempt	Hours: 29 hours/week
Posting Date: 2/27/18	Closing: 4/1/18

SUMMARY:

The Bilingual Case Aide will work with FES and Truancy Case Managers to provide linguistically-appropriate support to families in their own homes, as well as assisting administratively with other United Communities' family-serving programs.

In this position, you will be responsible for the following duties:

- Assess and ensure safety and well-being of each child in their home environment by meeting each child monthly as well as conducting home safety assessments
- Monitor medical and educational status of children
- Establish goals with families and makes appropriate referrals to support those goals
- Coordinate care with other human service professionals as needed
- Attend out-of-home appointments with family as needed
- Data entry

Qualifications, Knowledge, Skills & Experience - Essential:

- High School Diploma or GED (some college preferred)
- Minimum 3 years' experience in social work field
- Must be Bi-lingual – fluent in Vietnamese or Spanish
- Good organizational and time management skills
- Excellent data entry skills
- Excellent verbal/written communication skills
- Proficiency in MS Office Applications (Outlook, Word, Excel, etc.)
- Minimum 3 years' experience working with families in their communities
- Knowledge of South Philadelphia & Northeast Philadelphia communities and resources
- Ability to work with a diverse population

Interested applicants should send cover letter and resume:

<mailto:jobs@ucsep.org>

Equal Opportunity Employer/Program