

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3265

TITLE: CASE AIDE

GRADE: S-09

DEFINITION:

Under general supervision, transports clients (foster children, emotionally disturbed and/or handicapped children and adults, and elderly citizens) to a variety of destinations and provides any support/assistance that may be necessary. Performs duties under the guidance of an immediate supervisor, with technical supervision in specific situations provided by the referring caseworker; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

None.

ILLUSTRATIVE DUTIES:

Transports clients to medical, dental, psychotherapeutic, legal and other appointments;
Transports handicapped children to special schools, supervising and monitoring their behavior;
Transports clients to the grocery or drug store, clothing bank, or on other errands;
Assists clients with such tasks as completing forms, choosing clothing, and selecting groceries within their budget and dietary restrictions;
Provides emotional support and reassurance to clients needing it;
Advises caseworker of important facts or incidents.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of the basic principles of human behavior;
Knowledge of State and local traffic laws and regulations;
Ability to establish and maintain a rapport with all types of persons;
Ability to apply a basic understanding of human behavior to specific situations;
Ability to exercise good judgment in dealing with clients;
Ability to read detailed road maps;
Ability to follow written and oral instructions;
Ability to lift up to 50 lbs. when aiding in the transportation of clients.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS
One year of experience involving regular public contact, preferably in a human services field.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License; OR
Contingent upon area of assignment, some positions in this class may require a Commercial Driver's License.
May be required to provide copies of driving record periodically for verification of driving status.

REVISED: May 21, 1992
ESTABLISHED: June 28, 1982