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# Example of Case Aide Job Description

Our innovative and growing company is looking for a case aide. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for case aide

* Assist client with move coordination and the actual move
* Assist clients with obtaining needed household items through community resources
* Assist in referrals for ancillary services
* Provide reminders to clients for important appointments
* Schedule interpreters
* Attend agency staffing
* Assist CMs with STEPS referrals
* Get bids for remodeling of client's homes, check nursing home census report for HSS III's, schedule RI appointments for HSS3s
* Consult immediately with case manager or supervisor when identifying problematic or unsafe in-home plans or significant change in client functioning
* Ongoing consultation with case managers regarding client/case needs and status

## Qualifications for case aide

* Coordinate Contract RN referrals, forms, communication
* Receive, distribute and maintain facility alerts
* Coordinate changes with Client Maintenance unit
* Check and/or update screens on clients needing recert, including BEIN, SAVE, TPQY and others
* Assembling AFH application packets, Email & update facility vacancy list, update AFH / Limited provider list, send out renewal packets for AFH, send reference letters, maintain files, labels & narrate for AFH's, keep log of expiration dates, send out cleared crim check on AFH providers and their employees, maintain public files, check SAM & OIG
* Make/cancel/reschedule appointments for workers as needed