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# Example of Case Aide Job Description

Our company is growing rapidly and is looking to fill the role of case aide. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for case aide

* Administers drug testing of consumers as needed
* Maintain inventory of office, cleaning, and other necessary supplies
* Performs data entry and light typing as required
* Assigns housekeeping and other tasks to residents
* Assist in serving meals to residents
* Collects and inventories all dirty towels and sheets from consumers
* Accomplishes initial intake interviews with patients or their families
* Identifies immediate social, financial, educational, or other family problems, referring those requiring professional attention to other members of social work staff
* Provides initial counseling to patients with respect to certain selected routine problem areas, such as budget management, school absence, parent-child problems, health maintenance, and use of other educational or welfare resources
* Follows-up patients through home visits, correspondence, or telephone concerning missed clinic appointments, particularly where there is high medical risk involved

## Qualifications for case aide

* Completes patient forms and records
* Provide frequent direct supervision on weekend days
* Keep accurate observations and supervision notes and document these notes in OR-Kids
* Provide verbal and/or written feedback to service workers as appropriate
* Participate in unit meetings, staff meetings, and individual supervisory conferences
* Ability to manage stressful situations and interact productively with challenging or traumatized clients, including familiarity with de-escalation techniques