Case Aide/Clerk

Job purpose

The Case Aide/Clerk is responsible for completing and managing program data in and assisting with the Resource Home program requirements to efficiently and effectively meet program state, city and agency regulations.

Duties and responsibilities

- Complete 20 hours of training in the first year and 10 annually thereafter
- Collect, track and update various document upon receipt of them
- Assist with the acceptance, case file preparation and tracking of referrals
- Assist with the review of case records for compliance
- Assist in preparation of policy guidelines, tracking data and generating reports
- Assist in completing county and state audits and evaluations
- Assist front desk as necessary
- Assist Workers by collecting documents, transporting parents and scanning case files
- Reconcile data for case review
- Prepare regularly scheduled reports
- Participate in collaboration with other units within the Resource Home program
- Participate in supervisory meetings with Compliance Coordinator and maintain ongoing communication
- Other duties as assigned to support the mission of Pradera

Qualifications

- High School Diploma or GED
- Experience working in a high pace environment
- Experience with Data entry and high regard for accuracy
- Strong communication skills, written and oral
- Strong abilities to track documentation flow
- Ability to coordinate file’s completion through planned activities
- Ability to compile data into report forms
- Ability to create and maintain filing system
- Ability to work independently and as a part of a team
- Excellent organizational and analytical skills
- Computer savvy, familiarity with Microsoft Office Suite
- Pennsylvania Child Abuse Clearances, Pennsylvania Criminal Record Clearance, Federal Bureau Investigation (FBI), Medical Examination

4221 N. 2nd Street, Philadelphia, PA 19140 · (267) 507-1326 · fax: (215) 329-4017 · www.apmphia.org
Working conditions

- Office
- Field/Community, if necessary