



Douglas K. Jenkins, Esq.  
Board Chair

Nilda I. Ruiz, MBA  
President & CEO

## Case Aide/Clerk

### **Job purpose**

The Case Aid/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

## **Working conditions**

- Office
- Field/Community, if necessary