

JOB POSTING



Job Title:

Foster Care Case Aide

General Statement of Duties:

Monitors visits with birth families and transports program clients in the Foster Care program.

Location:

Jackson, Lenawee & Hillsdale counties

Qualifications:

- Must possess a high school diploma.
- Must possess a valid Michigan Driver's License and have no more than three moving violations in the last five years on their driving record.
- Must provide own vehicle for conducting Agency business including transporting clients and must provide proof of auto insurance on that vehicle as well as proof of annual vehicle inspection.
- Must present a professional image and maintain professional behavior and boundaries at all times both, in the office, and when interacting as a representative of the agency within the community.
- Must have excellent observation and documentation skills.
- Must pass a criminal background check.
- Must be willing to perform duties in keeping with Catholic social teachings.

Classification:

- Casual Part Time

Hours:

- Must have extremely flexible availability.
- Must be willing and able to work irregular hours including weekends as required.

If interested, please respond immediately in writing with resume and cover letter to Amanda Goetting at agoetting@catholiccharitiesjlhc.org. EOE.

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