

# 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:**

Adrian

## **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:**

- Full Time

## **Hours:**

- Must have extremely flexible availability.
- Must be willing and able to work irregular hours.

If interested, please respond in writing with resume and cover letter to Tracey Ventola at [tventola@catholiccharitiesjlhc.org](mailto:tventola@catholiccharitiesjlhc.org). EOE.

*Providing Help · Creating Hope · Serving All People*

Catholic Charities of Jackson, Lenawee & Hillsdale Counties • 3425 Francis Street, Jackson, MI 49203  
[www.CatholicCharitiesJLHC.org](http://www.CatholicCharitiesJLHC.org)