



Case Aide – Child Protection Unit

Now Hiring:

Department: Clinton County Job and Family Services- Child Protection Unit; Wilmington, OH
Reports to: Child Protection Supervisor

Employment Status: Full-Time
Classification: Classified (Non-Exempt)

Schedule: Monday–Friday, 9:45 a.m.–6:15 p.m. (flexible)
On-Call: Rotation after training is completed

Starting Pay: \$17.46/hour (based on education & experience)
Probationary Period: 365 days

About the Role

The **Case Aide** supports the work of the Child Protection Unit by assisting caseworkers and families in achieving safety, permanency, and well-being. You'll coordinate services, transport children and parents, supervise visitations, and help ensure that children remain safe, and families receive the resources they need to succeed.

What You'll Do

- **Support families and staff:** Provide service coordination, education, and case assistance to help families meet their goals. Help families develop parenting, hygiene, budgeting, organization, and independent living skills.
- **Supervise and document visitation:** Arrange, coordinate, and supervise family visits in the agency or community settings; document interactions and observations.
- **Transportation:** Safely transport children and parents to visits, medical appointments, or other required activities.
- **Stay organized:** Maintain organized case records, meet deadlines, coordinate multiple schedules, resource management.
- **Communication:** Coordinate with families, caregivers, and staff regarding visit confirmations, schedules, and attendance.
- **Agency support:** Assist with outreach, education, and community awareness efforts.

Minimum Qualifications

- High School Diploma or GED
 - Valid Ohio Driver's License, liability insurance, and reliable transportation
 - Ability to pass required background checks
 - Regular and predictable attendance; ability to follow agency policy and procedure
 - Strong communication & problem-solving skills.
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Preferred Qualifications

- Experience in social services, childcare, or early childhood development
 - Knowledge of SACWIS and EDMS
 - Strong communication, writing, and computer skills
 - Ability to engage diverse families and manage multiple tasks in a fast-paced environment
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Why Join Us?

- **Purposeful work:** Support children and families in times of need
 - **Team environment:** Work with a compassionate, supportive staff
 - **Training provided:** Learn agency systems, safety protocols, and family engagement techniques
 - **Competitive pay & benefits:** Health, dental, vision, retirement, paid leave & holidays
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How to Apply

Send a **cover letter, resume, and 3 professional references** to:
Amanda.Randolph@jfs.ohio.gov or apply on Indeed.com

Clinton County is an **Equal Opportunity Employer**.

Note: This description is not all-inclusive and may change as needed.