

## **Child and Family Charities Posting**

### **Position: Child Welfare Associate**

#### **General Statement of Responsibilities:**

Under supervision, assists professional staff in non-technical services by transporting clients, supervising parental visits related to child welfare services; and performs routine clerical related tasks as assigned.

#### **Reporting Relationship**

Reports Directly to: Child Welfare Director/Program Supervisor

Supervises: N/A

#### **Qualifications:**

1. A minimum of an Associate's Degree in Social Work, Psychology, or a related field.
2. Strong written, verbal, organizational, and time management skills.
3. Excellent organizational and communication skills
4. General clerical experience preferably in human or social service setting
5. Ability to work effectively with emotionally challenged children.
6. Willingness and ability to learn and implement trauma informed services.
7. Flexibility of work schedule to meet the needs of the clientele.
8. Serve as a positive role model by modeling desirable behaviors, e.g. patience, tolerance, and reflective listening.
9. Valid Driver's license and automobile insurance
10. Transportation: Reliable and ongoing to fulfill the requirements of the position

#### **Duties and Responsibilities:**

1. Provides transportation for children, including relocation/placement in foster homes, physician visits, and supervised parental visits.
2. Supervises parental and/or family visitations as directed by the child welfare specialist; monitors visitation time and makes decisions to terminate visit if necessary; makes immediate oral reports of visitation and follows up with written reports.
3. Provides routine clerical support to professional staff including filing, completion of reports, and documentation of site visits; files legal documents and serves legal notices; assists in data entry on departmental automation systems of documentation and statistical information.
4. Establish rapport and provide safe and calm environment for children
5. Assess possible problems during visitations and take appropriate actions
6. Make clear and concise written and oral reports maintain composure under stressful situations;
7. Develop cooperative working relationships with staff, supervisors, and clients; learn department regulations

**Hours:** Part time - 20 hours per week

#### **Resume and Cover Letter:**

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