

CLASS TITLE: CASE AIDE TECHNICIAN

Class Code: 02797300
Pay Grade: 18A
EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To review applications and other required forms for the purpose of making determinations of eligibility in accordance with state laws and regulations for people seeking financial and/or medical assistance through an existing program in public assistance; to evaluate applicant's financial resources in relation to his/her needs; to compute and authorize money payments and/or medical assistance to recipients when eligibility is established; to provide necessary support services to social service staff responsible for working with children/patients and their families; to provide transportation for children/patients and their families to medical appointments, home visits, court appearances, etc.; to observe behavior of children/patients and their families, and to provide reports of such observations; to assist in the completion of various forms and reports; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who makes assignments with general or specific instructions and advises in more difficult cases; work is reviewed in process and upon completion for conformity with pertinent laws, regulations and procedures.

SUPERVISION EXERCISED: Generally none. May at times supervise the work of clerical workers assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To review applications and other required forms for the purpose of making determinations of initial eligibility in accordance with state laws and regulations for people seeking financial and/or medical assistance through and existing program in public assistance.

To perform eligibility determinations, both initial and continuing, for patients applying for admission to various state hospitals and facilities.

To help applicants in completing applications and other required forms, and explain eligibility in requirements of the program for which the person is applying.

To obtain additional information from the applicant or collateral source when required through phone calls, correspondence, or personal contact in order to clarify necessary facts or incomplete information on application and forms.

To arrange for medical examinations and obtain reports to ascertain blindness or other disabilities when necessary to meet eligibility requirements.

To evaluate applicant's financial and collateral resources in relation to his/her needs.

To compute and authorize money payments and/or medical assistance to recipients when eligibility is established.

To make adjustments on recipients' money payments whenever circumstances arise that justify a change.

To refer to the Social Service Unit for an initial social study for cases accepted for medical assistance that indicate a need for and request social services.

To make periodic reviews of recipient's eligibility to determine and authorize continuing eligibility

To collect data and make statistical reports whenever required.

To transport children/patients to medical and other appointments, and to meetings and visits with parents and other relatives, and to provide supervision when necessary.

To transport natural or foster parents to such locations and activities as might be required.

To observe and report to social service staff the behavior of children/patients and their families during assigned visits.

To operate an on-line data terminal equipment, to enter, update and retrieve financial data.

To assist social service staff in the performance to tasks as assigned.

To assist in completion of forms and reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A working knowledge of the methods and techniques commonly applied in the conduct of fact finding interviews and the ability to apply such knowledge; the ability to gather and interpret facts relating to eligibility and make sound decisions; the ability to perform simple arithmetical computations; the ability to establish and maintain effective working relationships with the public; the ability to prepare clear and concise reports; the ability to operate a motor vehicle; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; or

Experience: Such as may have been gained through: employment in a position which required decision making based on a review and evaluation of facts gathered from interviews or completed records.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 14, 1992

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