

Child Welfare Case Aide / Office Assistant

Yuma County Department of Human Services – Wray, Colorado

Looking for a career where you can make a difference in the lives of children and families every day?

The Yuma County Department of Human Services is seeking a compassionate, organized, and motivated individual to join our team as a **Child Welfare Case Aide / Office Assistant**. This full-time position offers an excellent opportunity to build meaningful relationships, support vulnerable families, and serve your community while enjoying a comprehensive benefits package.

What You'll Do

No two days are alike in this rewarding position. Responsibilities include:

- Supporting Child Welfare staff with case management and administrative tasks
- Working directly with children and families in both home and office settings
- Transporting foster youth to appointments and activities
- Supervising family visitation and parenting time
- Coordinating services with community providers and partner agencies
- Assisting clients at the front desk and providing exceptional customer service
- Serving as an EBT Issuance Clerk and providing office support as needed

What We're Looking For

The ideal candidate is:

- Friendly, professional, and compassionate
- Comfortable working with a diverse population
- Bilingual skills a plus
- Organized and detail-oriented
- Able to multitask and adapt to changing priorities
- A strong communicator with excellent interpersonal skills
- Willing to learn and work as part of a team

Qualifications

- High School Diploma or GED required
- Valid driver's license required
- Must successfully pass a pre-employment background check and drug screening

Compensation & Benefits

- **Salary:** \$3,045 - \$3,395 per month
- **Excellent Benefits to include 85% paid health insurance plan**
- Meaningful work serving children, families, and the community

Apply Today

Applications and job descriptions are available at www.yumacounty.net, or by contacting:

Yuma County Department of Human Services

340 Birch Street, Wray, CO 80758
970-332-4877

In house candidates can complete an Internal Transfer Application and return to Kara Hoover, Director

Yuma County is an Equal Opportunity Employer (EOE). Open until filled.

Make a difference. Build a career. Serve your community.

Child Welfare Case Aide / Office Assistant
Yuma County Department of Human Services – Wray, CO

Make a difference in the lives of children and families while serving your community.

Responsibilities include:

- Assisting Child Welfare staff with case management and office support
- Working with children and families in home and office settings
- Transporting foster youth and supervising family visits
- Coordinating services with community agencies
- Providing front desk customer service and EBT support

Qualifications:

- High School Diploma or GED
- Valid driver's license
- Background check and drug screening required
- Bilingual skills a plus

Salary: \$3,045–\$3,395/month plus excellent benefits that include 85% paid health insurance plans.

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EOE • **Make a difference. Build a career. Serve your community.** • Open Until Filled