

YUMA COUNTY DEPARTMENT OF HUMAN SERVICES
WORKING CONDITIONS
Child Welfare Case Aide-Front Desk

JOB TITLE: Child Welfare Case Aide

SUPERVISOR: Child Welfare and Adult Protection Supervisor/Finance

WORKING CONDITIONS:

In a typical day, this job involves the activities listed below. The frequency of performance of each activity is indicated by the placement of a check mark (x) in the appropriate column.

R = rarely (less than 0.5 hours per day)
O = occasionally (0.5 to 2.5 hours per day)
F = frequently (2.5 to 5.5 hours per day)
C = continually (5.5 to 8 hours per day)
NA = not applicable

PHYSICAL ACTIVITIES	R	O	F	C	NA	Describe any job duty which requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing		X				
Walking		X				
Ability to be mobile				X		
Crouching (bend at knee)		X				
Kneeling/Crawling		X				
Stooping		X				
Twisting (knees/waist/neck)		X				
Turning/Pivoting		X				
Climbing		X				
Balancing		X				
Reaching overhead		X				
Reaching extension			X			
Grasping			X			
Pinching			X			
Pushing/Pulling		X				
Minimum weight to lift:		X				(list # of pounds) 5 lbs- supplies
Maximum weight to lift		X				(list # of pounds) 40 lbs- supplies
Carrying		X				(list # of pounds) up to 40 lbs
Other physical activities (list)		X				Driving for extended period of time, up to 8-10 hours in a day
SENSORY ACTIVITIES	R	O	F	C	NA	
Talking in person			X			
Talking on telephone			X			
Hearing in person			X			
Hearing over telephone			X			
Vision for close work			X			
Other sensory requirements (list)						

**YUMA COUNTY DEPARTMENT OF HUMAN SERVICES
WORKING CONDITIONS CONTINUED:**

ENVIRONMENTAL FACTORS	SPECIFY
Safety requirements (clothing, required safety equipment, activities performed).	No special safety requirements.
Exposures (fumes, chemical, vibrations, humidity, cold, heat, dust).	Exposure to unsanitary conditions that can include feces, drugs, soiled items, excessive trash, etc. when completing home visits. Outside temperatures and weather conditions when completing home visits.
Operation of equipment, vehicles, tools.	Computer, printers, calculator, copier, paper shredder, fax machine, scanners, department vehicles.
Required hygiene standards (food handling, clean contaminated, sterile equipment).	No unique hygiene standards.
Other environmental factors.	Unable to regulate heat/cold exposure due to thermostat location

All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This working condition description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. Employees will be required to perform any other job related instructions given by their supervisor, subject to reasonable accommodations.

Date Reviewed: _____

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