

**CASE AIDE**

**Goal**

Help serve newly arrived individuals/families by providing direct client care and administrative services.

**Duties and Responsibilities**

* Build client files/first home visit folders
* Complete school enrollments for newly arrived families
* Assist with transportation to appointments
* Assist with scheduling appointments
* Complete social security applications
* Assist clients with other duties caseworkers need help performing

**Time Requirements**

We ask that all applicants for this role are able to commit a minimum of 6 hours a week for a minimum of 6 months.

**Location**

Tasks may require volunteers to work outside of the office and other tasks may require them to work within the office. Location & schedules vary based on present needs.

**Skills & Requirements**

* Interpersonal skills and a willingness to be flexible
* Proficient computer skills
* Comfortability independently learning

**Orientation & Training**

Training will be hands on and may be performed by a program manager, case worker, or the Volunteer Coordinator. Volunteers will also be encouraged to equip themselves with online training on World Relief’s website through “The Workshop”.

**Supervision & Support**

Volunteers will serve independently upon training & approved background checks, but will have the Volunteer Coordinator and case workers as a direct point of contact.

**Additional Information**

World Relief Address: 4200 South Freeway Suite 408 FTW, TX 76115