

CASE AIDE

On behalf of the Community Corrections Board for the 26th Judicial Circuit Community Corrections program, the Upshur County Commission is accepting applications for one full-time Case Aide. The office locations will be in Upshur and Lewis Counties. Under the direction of the Program Director/Case Manager, the candidate will perform with limited supervision: transporting clients to service providers, supervising male or female drug screenings, supervising community service workers, answering phones, general office duties, assist clients in finding employment, ensuring compliance with Community Corrections rules, and other duties as required. Candidates will be subject to a criminal background and driving history check. Valid West Virginia driver's license is mandatory.

Individuals may obtain an application during normal business hours of 8 am until 4 pm., Monday through Friday at the following locations: Office of the Upshur County Commission, 91 W. Main Street, Suite 101 Buckhannon; the Upshur County Day Report Center, 85 West Main Street, Buckhannon; or at the Lewis County Day Report Center, 230 East 1st Street, Weston. Applications received by 4 p.m. on Friday, December 1, 2023 will be reviewed; however, applications may be considered until position is filled.

Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, gender identity, sexual orientation, disability, age or handicap. Upshur County has established a drug free and tobacco free work environment.

Publish: 11/22 and 11/29

APPROVED
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UPSHUR COUNTY COMMISSION
[Signature]