

# Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Intake Caseworker 1 /80007000, 80007010
Type Position:	Full Time
Salary Range:	\$18.00/\$37,440.00
Posting Length:	14 days
Posting Dates:	04/18/2023 to 5/2/2023
Contact Name / Number:	Casey Zuchowski ; 570-723-8205 or Marlo Carl; 570-723-8204
Job Description:	See Attached Job Description

## ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

A bachelor's degree which includes or is supplemented by successful completion of 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences;

or

Two years of experience as a County Social Services Aide 3 and two years of college level course work which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences;

or

Any equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences and one year of experience as a County Social Services Aide 3 or in a similar position performing paraprofessional case management functions.

2. Approved Additional Special Requirements: None

3. Valid Driver's License

## HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 5/2/2023. Late applications will not be accepted.

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: [mcarl@tiogacounty.pa.us](mailto:mcarl@tiogacounty.pa.us)

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY  
& AFFIRMATIVE ACTION EMPLOYER

# JOB DESCRIPTION

1. Name of Employee (Last, First, MI)	2. Employee Number	Position Number
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3. Department Family	Bureau	Division	Headquarters	Organization Code
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4. Class Title Intake Caseworker 1	Working Title	Class Code
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5. Regular Work Schedule Start Time: <input type="text" value="8:00 am"/> Lunch Length: <input type="text" value=".5 hr"/> End Time: <input type="text" value="4:30 pm"/> Hours/Week: <input type="text" value="40 hrs"/>	Position is: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary														
Days Worked (check all that apply): <table style="width: 100%; text-align: center;"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table>	S	M	T	W	Th	F	S		X	X	X	X	X		Reports to:    Name    Class Title  Explain any schedule variations:
S	M	T	W	Th	F	S									
	X	X	X	X	X										

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

**FAMILY SERVICES**  
**Intake Caseworker 1**

The Family Services Intake caseworker is responsible to a Casework Supervisor and performs case management for children and youth services provided by the Human Services Agency. The Intake unit is responsible for the functions of Child Protective and General Protective services in the Family Services Department. The Family Services Department is responsible for the operation of intake, in-home and placement case management services for Children and Youth. The Caseworker I will work with strict oversight from their supervisor.

The required essential functions of the caseworker position are the ability to travel to homes of families on his/her caseload and accomplish the following duties under the direction of the Casework Supervisor:

- Complete 120 hours of child welfare competency based training, as well as all other necessary preliminary training. They will meet all requirements and obtain certification as a direct service worker within the first 18 months of being hired as a case manager.
- Provide case management for a caseload averaging approximately 20-25 families whose members are receiving child welfare services.
- Meet the response time of new referrals received.
- Complete Intake Packets.
- Contact Referral sources and other Providers to gather pertinent information.
- Present abuse cases to CPS Review Team.
- Present and review joint investigations at MDIT.
- Complete Risk and Safety Assessments and case notes within their time frames.
- Make referrals to appropriate programs for clients.
- Complete assessments of families within 60 days.
- Send CY104 forms to District Attorney for appropriate investigations.
- Accept administrative, supportive, and educational casework supervision from the assigned casework supervisor, attending weekly supervisory conferences in which assigned cases are reviewed and discussed to assure compliance with laws, regulations, policies, and procedures as well as quality practice standards.
- Participate in mandated orientation, in-service training, and staff meetings as required by the Agency and regulations, as well as voluntarily participate in workshops, seminars, conferences, and continuing educational courses.
- Review all client files on their caseload.
- Maintain at least once a month face-to-face contacts with each child receiving child welfare services on the assigned caseload and document the content of this contact in a case note. Monitor the individual's/families' functioning, their programs, and assess the continued need for service through visits and collateral contacts, including but not limited

to: school visits, home visits, office visits, program visits, staffing, IEP meetings, etc.

Name:

**JOB DESCRIPTION: SECTION 6 -- Continuation Page**

- Write clear, concise, complete, and accurate case notes, correspondence, reports, case plan reviews, Risk Assessments and Safety Assessments as well as other paperwork required by policies, procedures, laws, and regulations to facilitate and document case activities.
- Maintain the case record so that it meets Agency, State and Federal standards, regulations, and accurately reflects the investigative and treatment process of the case through appropriate applications for service, case plans, progress notes, case summaries, referrals for services, and treatments recommendations, etc.
- Complete the required written case reviews at the specified intervals of time, presenting the case to the Service Planning Team (and Multi-Disciplinary Team if needed) for review and approval.
- Provide casework and supportive counseling to individuals/families to assist them in completing the activities specified to accomplish the goals and objectives recorded in the Comprehensive Family-Based Service Plans/Reviews.
- Refer individuals/families for the appropriate services and programs as indicated in the comprehensive Family-Based Service Plan for Services and complete applicable paperwork.
- Assure that individuals/families receive the services for which they are referred, assisting them in making transportation and other arrangements as necessary.
- In most cases, Caseworker Is will work with senior workers and supervisors to evaluate reports of client abuse and neglect and determine whether they are valid reports that require Agency intervention and determine through the investigative and referral process the appropriate plan of action. Investigating abuse and neglect reports with assistance according to Agency, State, and Federal regulations and collaborative work with collateral contacts where individuals are subject to actual harm or threat of harm by the parents, guardians, caretakers, or program staff. The forms of abuse or mistreatment include but are not limited to: financial, physical, sexual, emotional abuse, serious physical neglect, or physical, medical, educational neglect. Refer cases of child abuse and neglect to law enforcement when required by the Child Protective Services Law, regulations, and adult individuals right to choice.
- Initiate protective custody of children through petitioning the Court of appropriate jurisdiction of involvement by law enforcement or medical personnel where their lives are in eminent danger. (Follow all necessary policy and procedures for court with assistance from supervisor, para-legal, and placement supervisor).
- Assure that the individual/family completes the required paperwork to determine eligibility for service and liability for service costs. Assist in application for all appropriate benefits.
- Advocate and/or arrange for advocacy for the individual/family within the service delivery system and the community as necessary to assist the individual/family in achieving the optimal level of functioning within their abilities and resources.
- Assure that all individuals receiving services, and their household and family groupings, their demographic data, their program and service activity are entered and updated in an accurate and timely manner, into the automated CAPS System.
- Demonstrate knowledge of applicable laws, methods, Agency procedures, and available services.
- Provide after-hours on-call coverage at the stated rate of reimbursement per the posted schedule and with the consultation of a casework supervisor.
- Assist the individual/family in building informal support networks which decrease the need for formal services and increase independence.
- Demonstrate proficiency and safety in the operation of office equipment.
- Demonstrate tact, diplomacy, and professionalism in relationship to your duties as a case manager.
- Will have access to transportation to fulfill the duties required as a Family-Based Case Manager.
- Other duties as assigned.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

**CERTIFICATION**

I certify that to the best of my knowledge all statements contained within the job descriptions are correct.

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____