

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Intake Caseworker 1 / 80007010
Type Position:	Full Time
Salary Range:	\$18.00/\$37,440.00
Posting Length:	14 days
Posting Dates:	10/24/2023 to 11/7/2023
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 11/7/2023. 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@tiogacountypa.us

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

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 _____