

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Foster Care Caseworker 1 / 80006998
Type Position:	Full Time
Salary Range:	\$17.50/\$36,400
Posting Length:	15 days
Posting Dates:	10/26/2023 to 11/10/2023
Contact Name / Number:	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

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 11/10/2023. 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

- Attend meetings, as needed, to support foster parents.
- Attend trainings involving children in care and ways to support them.
- Provide information on training opportunities to foster parents.
- Plan activities to promote foster care during National Foster Care month.
- Complete clothing/belonging inventory at admission and discharge.
- Complete memo to request clothing if needed.
- Assist in watching children during court hearings.
- Make referrals for services needed in the foster home.
- Help foster parents complete Title 20 paperwork.
- Attend weekly conference with Supervisor.
- Prepare and submit monthly activity reports to Supervisor.
- Maintain files on Foster Parents per DPW Regulations.
- Any other duties as assigned by the Department Director.
- Perform and complete home studies per the DPW 3700. Regulations
- Monitor and complete home studies as requested for ICPC
- On- call duties/rotation once completion of certification
- Assist Intake Units by taking a CPS/GPS case when needed
- Will Run Placement Alternative in the absence of Placement Liaison
- Will send out Calendar Invites for tracking of home studies and extensions
- Will assist with planning the training calendar for the annual foster parent trainings
- Will Assist with recruitment efforts for Foster Parents i.e.: planning and coordinating community outreach events
- Will assist with coordinating child care coverage for court
- Coordinate with other staff such as caseworkers, Independent Living staff when searching for placements for older youth such as making phone calls and sending referrals;
- Will attend court on an as needed or requested basis in absence of Placement Liaison to monitor the outcome of hearing and Judges recommendations and report back to Placement Liaison and Agency Director.

Essential Functions include but are not limited to:

- Ability to interview and secure pertinent information.
- Ability to plan and organize work, prepare adequate records and reports, and learn to set priorities.
- Ability to communicate effectively and establish and maintain positive working relationships.

- Ability to learn, interpret, and apply relevant laws, regulations and policies governing services.
- Ability to learn how to effectively interact with individuals and families.

HIPAA Access Level:

Individuals with this access level shall have access to the necessary recent diagnostic, treatment and outcomes information within their program required to carry out the directions of the professional with whom they work in client/consumer care. Access to PHI shall be limited to their role with their client/consumer's treatment.

Equipment and/or machines used in the performance of the above duties:

- Personal Computer/Keyboard and related software
- Standard, Switchboard, TTD, Cyacom Telephone Systems
- Cellular Telephone
- Photocopier
- Fax Machine
- Shredder
- Standard small office equipment (stapler, scissors, etc.)
- Postage Machine
- Automobile

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

This position answers directly to the C&Y Program Specialist. The majority of the work is routine and linked to programmatic responsibilities. The position functions in a relatively independent manner, the incumbent is expected to know what their duties/responsibilities are, complete them.

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: This job description consists of __ pages. (count this form as 1 page)

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

