

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Ongoing Casework Supervisor /80007041
Type Position:	Full Time
Salary Range:	\$23.15
Posting Length:	12 days
Posting Dates:	05/16/2024 to 05/28/2024
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:

Two years of professional experience in public or private social work and a bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, criminal justice, or other related 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.

2. Approved Additional Special Requirements: None

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 5/28/24. 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

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)		2. Employee Number	Position Number 80007041
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3. Department	Bureau	Division	Headquarters	Organization Code
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4. Class Title County Casework Supervisor	Working Title Ongoing Unit Supervisor	Class Code
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5. Regular Work Schedule		Position is:						
Start Time: 8:00 am	Lunch Length: .5 hr	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent					
End Time: 4:30 pm	Hours/Week: 40 hrs	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary					
Days Worked (check all that apply):		Reports to: Name Class Title						
S	M	T	W	Th	F	S	Ongoing Unit Casework Manager 1	
	X	X	X	X	X		Explain any schedule variations:	

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.

**County Casework Supervisor
Ongoing Unit**

The Ongoing Unit Casework Supervisor is responsible to the Ongoing Unit Casework Manager 1. The Ongoing Supervisor assists in the oversight, management and supervision of case management services provided by the Family Services Unit of the Tioga County Department of Human Services.

The Ongoing Supervisor will supervise up to five case workers. The supervisor will meet with each assigned staff member on a weekly basis, or more often as needed, to discuss cases, to develop case plans, to review assessments, to give directions, guidance, and support to stimulate learning, to insure accountability and to determine areas of need for in-service training.

The Ongoing Supervisor will train new employees by going along on home visits, assisting with all aspects of the cases and facilitating the new workers knowledge of the policies and procedures for all aspects of the job.

The Ongoing Supervisor will provide supervision to on-call case management on a rotating schedule and will provide on-call coverage when on-call case managers are involved with on-call crises and are unavailable for coverage.

The Ongoing Supervisor will provide administrative assistance in staff development, public relations, community contacts, and innovative methods of program development and delivery of services. He/She will prepare written material in connection with record keeping, statistics, correspondence, social histories, studies, reports and assist in the writing in of the annual Children and Youth Plan.

The Ongoing Supervisor will facilitate Service Planning Team meetings.

The Ongoing Supervisor will assist with coordination of Child Abuse Prevention month activities.

The Ongoing Supervisor will be responsible to cover dispositions when needed.

Responsibilities will include maintaining compliance with laws, regulations, and DHS policies, proper maintenance of records, and internal quality assurance. He/She will also coordinate and assist in general office supervision in the absence of other casework supervisors, periodically fulfill public speaking needs, and contribute to the implementation of the Human Services Plan for service delivery.

The Ongoing Supervisor will meet regularly with the Onoing Casework Manager 1, who will provide supervision and support; Casework Supervisor will share all pertinent aspects of duties and receive guidance, direction and in-service training in developing own supervisory skills.

Name:

JOB DESCRIPTION: SECTION 6 -- Continuation Page

Other duties and responsibilities include:

- Demonstrate knowledge of all categoricals represented in the Department
- Participate in mandated orientation, in-service training and staff meetings required by TCDHS and regulations, as well as voluntary participation in workshops, seminars, conferences, and continuing educational courses.
- Review and authorize entries in the client information system on a timely basis.
- Demonstrate proficiency and safety in the operation of office equipment
- Demonstrate tact, diplomacy, and professionalism in relationship to duties as a supervisor.
- Will have access to transportation to fulfill the duties of the supervisor.
- Assist in providing administrative supervision of the Family Services Department. This includes:
 - Weekly staff meetings
 - Weekly supervisory meetings
 - Weekly case review and supervision of staff
 - Approval of program changes
 - Employee performance evaluations
 - Personnel actions
- Review of individual service authorizations and approval for payment of all agreements including but not limited to MH, MR, C&Y and D&A Services
- Facilitate caseload coverage when necessary
- Any other duties as assigned.

HIPAA Access Level:

Support Services: Management – Individuals with this access level usually receive PHI related to operations of their specific unit of work within their department that has been aggregated and summarized for management decision-making. Information sources may include quality improvement activities, credentialing, licensing, auditing, determining eligibility, business planning for cost management and volume projection, analysis, client/consumer case coverage and others. The manager do not routinely require access to an entire client/consumer department record.

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

Work is assigned and reviewed by the unit Casework Manager 1.

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 _____