

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Ongoing Caseworker 1 / 80007004, 80007011, 80007013
Type Position:	Full Time with benefits
Salary Range:	\$18.30/\$38,064
Posting Length:	Standing Posting
Posting Dates:	Until Further Notice
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

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: hr@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															
3. Department Family		Bureau		Division		Headquarters	Organization Code														
4. Class Title Ongoing Caseworker 1				Working Title			Class Code														
5. Regular Work Schedule Start Time: 8:00 am Lunch Length: .5 hr End Time: 4:30 pm Hours/Week: 40 hrs				Position is: <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time </div> <div style="text-align: center;"> <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary </div> </div>																	
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

Ongoing Caseworker 1

The Family Services Ongoing caseworker is responsible to a Casework Supervisor and performs case management for children and youth services provided by the Human Services Agency. The Ongoing 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 Ongoing Packets.
- Contact Referral sources and other Providers to gather pertinent information.
- 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.
- 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:

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- 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 treatment process of the case through appropriate applications for service, case plans, progress notes, case summaries, referrals for services, and treatments recommendations, etc.
- 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.
- 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.