

INTERNAL ONLY

JOB POSTING

Department:	Pike County Commissioners
Organization:	Pike County Children and Youth
Job Code/Title:	L0626 / County Casework Supervisor
Position Number:	TBD
County:	Pike
Headquarter City/Address: (Work Location)	506 Broad Street Milford, PA 18337
Type of Job:	Civil Service
Union:	None
Bargaining Unit:	None
Seniority Position:	N/A
Type Position:	Permanent/Full-Time
Salary Range:	\$49,076
Pay Range & Step:	38
Posting Length:	5 Days
Posting Dates:	4/30/21-5/14/21
Contact Name/Number:	Michele Burrell – 570-832-7090
Additional Information:	Work Hours are 8:30 am to 4:30 pm. Monday-Friday (75 Hours Bi-Weekly). Travel when mandatory. On-Call
Job Description:	“See Attached Job Description”
Last Date Job Applications Will be Accepted:	5/14/21

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods to be considered for this vacancy:

- Promotion Without Examination
- Transfer
- Reassignment/Reinstatement
- Voluntary Demotion
- Reinstatement (Current civil service status employees are not eligible through reinstatement.)

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 working sociology, social welfare, psychology, gerontology, criminal justice or other related social sciences; or Any equivalent combination of experience and education which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

2. Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania.
4. You must be eligible for selection in accordance with merit system employment regulations.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

Have held regular civil service status in one of the following classifications:

- County Caseworker II (Local Government)

Employees who previously held regular civil service status in the job title of the position being filled are also eligible for promotion without examination.

The promotion without examination requirements are issued in accordance with merit system employment regulations.

SELECTION CRITERIA

1. Meet the minimum experience and training as required for the job
2. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than needs improvement or fails to meet.
3. Seniority, defined as a minimum of one (1) year (s) in the next lower class (es) by the posting closing date of 4/26/21

APPLICATION INSTRUCTIONS

- Interested qualified applicants **must** submit all requested materials as specified in the "How to Apply Section". **Failure to comply with the above application requirements**

will eliminate you from consideration for this position. Send and or Hand In your completed application materials to the address listed in "How to Apply" section.

- Additional information may be obtained by calling: 570-832-7090.

HOW TO APPLY – ALL CANDIDATES

The following materials must be mailed and postmarked on or before 4/26/21. Late applications will not be accepted.

1. Completed Civil Service Application, Form SCSC-1 (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview, and need accommodations for the interview, due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send (email) and or hand in applications to:

Attention: Marcia Reese
Pike County Children and Youth
506 Broad Street
Milford, PA 18337

JOB DESCRIPTION
Caseworker Supervisor

Pike County Children and Youth Services

Essential Job Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Assigns and supervises child abuse investigations, oversees caseworker evaluation for physical or emotional evidence of abuse, making referrals for medical or psychological assessments where necessary, assigns risk to victim and siblings if allowed to remain in home on an as needed basis.
- Counsels children and families, develops family service plan defining the nature of the problem and necessary actions, make referrals to other community organizations, reviews and signs family service plans after it is signed by the family.
- Performs coaching conferences with assigned caseworker for case planning, i.e. court, FSP.
- Reviews and approves or disapproves Resource Home certifications and evaluations, ICPC and Civil custody home studies.
- Attends required training sessions.
- Run reports as needed, and respond to other counties
- Supervises caseworkers' investigations and casework, procedures, routinely reviews plans, reports and assessments.
- Oversees other units in the absence of another supervisor.
- Supervise and train a small group of professional caseworkers, or other subordinates, in a county children and youth, mental health/intellectual disabilities, or human services agency.
- Coordinate and review case records, documents, and information prepared by staff to ensure that they are in compliance with agency policies and procedures and legal requirements.
- Provide case management and counseling services to children, youth and families.
- Motivate clients to develop and use their own potential for more adequately resolving their social, health, emotional and economic problems.
- Serve as a coordinator for interns, coordinate training with college, university staff and evaluate work performance.
- Meet with representatives of other community agencies and agency staff to coordinate services.
- To review and monitor client records to assure services are provided in compliance with applicable regulations.
 - Prepare home studies, social history reports, case summaries, reports and correspondence.
 - Reviews and evaluates the work of subordinate staff.

- Completes quality assurance reviews.
- Maintains logs and outcomes for purchased service providers.
- Prepares caseworkers for court testimony.
- Manage schedules of subordinate staff.
- If applying for a promotion from Caseworker II position in Civil Service, you must have no disciplinary actions against you, nor receive lower than "Needs Improvement" on your evaluations.

Required Knowledge, Skills and Abilities

Ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

Knowledge of current case management and social work principles, practices and methodology.

Knowledge of individual and group behavior and methods of program interpretation and community organization.

Knowledge of rules, regulations, policies and procedures which relate to the provision of social services.

Knowledge of current social, economic, and health problems and available resources.

Ability to plan, organize, and supervise the work of a professional and nonprofessional social service staff.

Ability to establish and maintain effective working relationships with clients, families, agency staff, community service agencies and facilities, and the general public. Ability to make clear and pertinent statements orally and in writing.

Basic knowledge of the requirements of a mandated reporter.

To uphold the federal and state standards of safety, permanency, well-being and timeliness.

Director Signature

A handwritten signature in black ink, appearing to be 'M. A.', written over a horizontal line.

Revised 04/2021