Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Children and Youth Services
Job Code / Title:	County Caseworker I
Position Number:	02, 25
County:	Franklin
Headquarter City/Address: (Work Location)	218 North Second Street Chambersburg, PA 17201
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	$15.77
Pay Range & Step:	12
Posting Length:	5 Business Days
Posting Dates:	10/26/2016 – 11/02/2016
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	37.5 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	11/02/2016

RECRUITMENT METHODS:

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

- Transfer
- Voluntary Demotion
- Reemployment
- Merit System

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.

Job Posting

2. County of Franklin Approved Additional Special Requirements: None

3. Must be eligible for selection in accordance with Merit rules.

SELECTION CRITERIA

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 11/02/2016. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (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 applications to:

Attn: Charles Martin III, 218 North Second Street, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

CASEWORKER I (CHILDREN & YOUTH)

Position Description Non-Exempt

OVERALL OBJECTIVE OF JOB

To provide support to children and/or youth and adolescents experiencing difficulties; and provide an effort to facilitate growth, behavioral and emotional improvements to those individuals and their families.

ESSENTIAL FUNCTIONS OF JOB

1. Conducts intake or preliminary interviews to determine needs of clients/families.
2. Provides support to assigned group of individuals.
3. Conducts counseling sessions as needed.
4. Investigates allegations, provides advocacy and assesses degree of risk to client.
5. Develops and implements case plans for client based on needs.
6. Provides for necessary arrangements according to clients and needs; makes referrals/contacts to other community services/agencies as necessary.
7. Makes appointments for clients, arranges transportation for clients' appointments and provides transportation if needed.
8. Testifies in court if necessary regarding clients' needs; prepares summaries for court as requested.
9. Maintains accurate documentation and records on clients and their progress.
10. Maintains regular contacts with client, families and /or guardians through home and office or school visits.
11. Prepares required reports as mandated by federal, state or county policies and procedures.
12. Travels frequently and makes home visits to clients as necessary.
13. Performs emergency on call duty as needed.
14. Completes necessary filing and maintenance of records.
15. Utilizes computer and other office equipment as needed.
16. Maintains statistics on client base and completes required paperwork/reports.

OTHER DUTIES OF THE JOB

1. Attends staffings, training and other meetings as required.
2. Assists in developing orientation and training for new caseworkers.
3. Presents public speaking engagements upon request.
4. Performs other job related work as required.

SUPERVISION RECEIVED

Receives occasional instruction and limited supervision from Supervisor regarding daily work duties. Supervision received is dependent upon experience.

SUPERVISION GIVEN

None

****

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF CASEWORKER II AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

_____ _____
(Signature of Employee) (Date)

_____ _____
(Signature of Supervisor) (Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.