

Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Children and Youth Services
Job Code / Title:	County Casework Supervisor
Position Number:	04
County:	Franklin
Headquarter City/Address: (Work Location)	218 North Second Street Chambersburg, PA 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	\$45,302.40
Pay Range & Step:	19
Posting Length:	5 Business Days
Posting Dates:	09/21/2016 – 09/28/2016
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	40 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	09/28/2016

RECRUITMENT METHODS:

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

- Promotion
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement
- 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:

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 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.

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2. County of Franklin Approved Additional Special Requirements: None
3. Must be eligible for selection in accordance with Merit rules.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 09/28/2016. 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.

COUNTY CASEWORK SUPERVISOR

Definition: This is professional social service work of a supervisory nature in a County Children and Youth, Mental Health/Mental Retardation, or Human Services Agency.

Employees in this class supervise the provision of case management services to children, youth and families, people who are mentally disabled, people who are physically challenged, and others to assist them in attaining a more satisfactory social, economic, emotional or physical adjustment. Work involves responsibility for supervising and training a small group of professional county social service workers, but the worker may also carry a caseload. Work may also include responsibility for assigning and reviewing the work of interns and coordinating training with college/university staff. Supervision may also be exercised over paraprofessional human service workers and clerical staff. Work is performed in accordance with established regulations, policies and procedures, but employees are expected to exercise considerable initiative and independent judgment in achieving objectives. Work is reviewed by a professional or administrative supervisor through conferences, reports and results attained.

Examples of Work: Supervises and trains a small group of professional social service workers, or other subordinates, in a county children and youth, mental health/mental retardation, or human services agency.

Coordinates and reviews case records, documents and information prepared by staff to ensure that they are in compliance with agency policies and procedures and legal requirements.

Provides case management and counseling services to children, youth and families, people who are mentally disabled, people who are physically challenged, and others.

Motivates clients to develop and use their own potential for more adequately resolving their social, health, emotional and economic problems.

Serves as a coordinator for interns; coordinates training with college/university staff and evaluates work performance.

Reviews and evaluates the work of subordinate staff.

Meets with representatives of other community agencies and agency staff to coordinate services.

Reviews and monitors client records to assure services are provided in compliance with applicable regulations.

Prepares social studies, case summaries, reports, and correspondence.

Performs related work as required.

Required Knowledge, Skills, and Abilities: Knowledge of the basic principles of supervision.

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

Knowledge of individual and group behavior and methods used in working effectively with children, youth and families, people who are mentally disabled, people who are physically challenged, and others.

Knowledge of the basic principles and methods of program interpretation and community organization.

Knowledge of the 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 non-professional social service staff.

Ability to analyze, interpret, and evaluate case records and recommend sound courses of action.

Ability to orient and train subordinates on rules, regulations, policies and procedures and provide technical assistance.

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.

Minimum Experience and Training: 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 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.