

Department:	Franklin County Human Services
Organization:	Franklin County Children and Youth Services
Job Code / Title:	County Casework Supervisor
Position Number:	03
County:	Franklin
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane 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:	02/01/2016 – 02/08/2016
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:	02/08/2016

RECRUITMENT METHODS:

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

- Promotion
- Transfer
- Reassignment
- Voluntary Demotion
- Reemployment

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.

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 02/08/2016. 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 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

CASEWORKER SUPERVISOR II (CHILDREN & YOUTH)

Position Description

Exempt

OVERALL OBJECTIVE OF JOB

To supervise and support the caseworkers and to ensure proper functioning of the Children & Youth Service Agency as required by prescribed policies and procedures.

ESSENTIAL FUNCTIONS OF JOB

1. Supervises and investigates allegations of child abuse and neglect.
2. Supervises and supports caseworkers and assigns and monitors work within the department.
3. Review referrals, case records and makes assignments; conducts on-going review of cases.
4. Recommends and implements various casework services to assist clients with difficulties.
5. Provides direct services to a designated caseload of clients.
6. Makes referrals to other agencies in order to assist in meeting clients' needs.
7. Conducts performance reviews of caseworker and handles any related personnel issues within department.
8. Oversees client transportation needs and scheduling arrangements.
9. Prepares reports, summaries and documentation as required and needed on client records and progress; utilizes computer daily for recordkeeping/reporting requirements.
10. Participates in training sessions for foster parenting.
11. Develops case management plans and monitors progress of same.
12. Assists in interviewing and hiring of staff.
13. Supervises special grants or programs as assigned.
14. Attends and conducts staff meetings and training sessions.
15. Monitors and schedules staff participation in competency based training.
16. Assures completion and accuracy of paperwork as required.

OTHER DUTIES OF THE JOB

1. Presents presentation to general public and assists in providing training to public and other agencies in children and youth issues.
2. Testifies as required at court hearings on clients behalf.
3. Performs other job related work as required.

SUPERVISION RECEIVED

Receives occasional instruction and supervision from Director in regard to daily work duties.

SUPERVISION GIVEN

Supervises group of assigned caseworkers in the Children & Youth Department.

Position Description

WORKING CONDITIONS

1. Works indoors in adequate work space and lighting, but with fluctuations in temperatures and ventilation.
2. Works with average indoor exposure to noise, but subject to frequent disruptions and stress.
3. Normal indoor exposure to dust/dirt at office; varies in client homes.
4. Works frequently outside the office and is exposed to above average dust/dirt/odors and smoke.
5. Periodically works beyond normal work hours or on-call or on as-needed basis.
6. Works in conditions of potential outbursts or disruptive behavior of clients.
7. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds and occasionally requires lifting child or objects weighing about 30 to 40 lbs.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
8. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS**A. EDUCATION/TRAINING**

Bachelors degree in psychology, social work, education or related field; Master's degree preferred. Valid PA driver's license required.

B. WORK EXPERIENCE

1-2 years working experience in field of case management; some supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess effective communication and interpersonal skills.

Position Description

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont'd)

3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess ability to utilize personal computers and other office equipment and to prepare required reports.
7. Must possess ability to make accurate observations and documentation of same in regard to clients' needs.
8. Must possess the academic knowledge and skill in promoting social service work.
9. Must possess knowledge of psychological, psychiatric and medical reports.
10. Must possess ability to provide structured and unstructured life skills instructions and guidance to clients.
11. Must possess the ability to express empathy and understanding to all clients.
12. Must be able to interact effectively with clients, department staff, counselors, attorneys and the courts.
13. Must have extensive knowledge of judicial and court systems.
14. Must have the ability to provide technical and administrative guidance and to supervise staff in regard to overall operation of the department's functions.
15. Must have knowledge of program, policies and procedures and the ability to present public speaking and training seminars to staff, general public and other agencies.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF CASEWORKER SUPERVISOR II (CHILDREN & YOUTH) 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.