

Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Children and Youth Services
Job Code / Title:	County Caseworker I
Position Number:	08
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:	\$15.77
Pay Range & Step:	12
Posting Length:	5 Business Days
Posting Dates:	04/22/2016 – 04/29/2016
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:	04/29/2016

RECRUITMENT METHODS:

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

- Transfer
- 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:

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.

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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 04/29/2016. 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.

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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.

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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

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WORKING CONDITIONS

1. Works indoors in adequate work space, lighting and temperatures, but with fluctuations in ventilation.
2. Works with average indoor exposure to noise, but subject to frequent disruptions and stress.
3. Normal indoor exposure to dust/dirt.
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 REQUIREMENTS

1. Must possess the 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 as necessary to carry out essential 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

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A. EDUCATION/TRAINING

Bachelor's degree in social services; psychology or related field. Valid PA driver's license required.

B. WORK EXPERIENCE

Any equivalent combination of experience and training.

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 job duties.
2. Must possess effective communication and interpersonal skills.
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.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont'd)

5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess ability to operate personal computer and related software, to type and utilize 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 therapies and social service work and skills with children and youth.
9. Must possess knowledge of child development and the ability to conduct psychological assessments and investigations.
10. Must possess ability to provide structured and unstructured life skills instructions and guidance.
11. Must possess the ability to express empathy and understanding to all clients.
12. Must be able to interact effectively with children and youth, department staff, counselors, attorneys and the courts.
13. Must have some knowledge of the judicial and court system as it relates to child services.
14. Must have transportation available for work-related travel.

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.

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(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.