

<b>Department:</b>	Franklin County Human Services
<b>Organization:</b>	Franklin County Children and Youth Services
<b>Job Code / Title:</b>	County Casework Supervisor
<b>Position Number:</b>	02
<b>County:</b>	Franklin
<b>Headquarter City/Address: (Work Location)</b>	425 Franklin Farm Lane Chambersburg, PA 17202
<b>Type of Job:</b>	Merit
<b>Union:</b>	None
<b>Bargaining Unit:</b>	None
<b>Seniority Position:</b>	
<b>Type Position:</b>	Full Time
<b>Salary Range:</b>	\$45,302.40
<b>Pay Range &amp; Step:</b>	19
<b>Posting Length:</b>	5 Business Days
<b>Posting Dates:</b>	04/29/2016 – 05/06/2016
<b>Contact Name / Number:</b>	Charles Martin III / (717)261-3150
<b>Additional Information:</b>	40 hours per week
<b>Job Description:</b>	See Attached
<b>Last Date Job Applications Will Be Accepted:</b>	05/06/2016

## 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 05/06/2016. 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

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### 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.

# Job Posting

**CASEWORKER SUPERVISOR II (CHILDREN & YOUTH)**

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Position Description

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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.