

# Job Posting

## INTERNAL ONLY

<b>Organization:</b>	Franklin County Children and Youth Services
<b>Job Code / Title:</b>	County Caseworker III
<b>Type Position:</b>	Full Time
<b>Salary Range:</b>	\$23.73
<b>Pay Grade:</b>	18
<b>Posting Length:</b>	Standing Posting
<b>Posting Dates:</b>	Until Further Notice
<b>Contact Name / Number:</b>	Charles Martin III / (717)261-3150
<b>Job Description:</b>	See Attached

### 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 experience as a County Caseworker 2; or A bachelor's degree in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences and three years of professional social casework experience in a public or private social services agency; 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.

2. County of Franklin Approved Additional Special Requirements: None

### HOW TO APPLY – ALL CANDIDATES

The following materials must be received by the Franklin County Human Resources Department.

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 interested in applying, please send applications to:

Attn: Charles Martin III, 272 North Second Street, Chambersburg, P.A. 17201

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.

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

# FRANKLIN COUNTY

## CASEWORKER III (CHILDREN & YOUTH)

Revised: April 9, 2015

Position Description

Non-Exempt

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### 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 obtain information from clients, members of their families, and others necessary for the identification of social, economic, emotional, health, or physical problems and for assisting clients in obtaining a wide variety of services on the basis of established policies, regulations, and statutes.
2. Provides advanced case management and counseling services to clients and their families.
3. Conducts difficult and complex investigations.
4. Develops client service plans which detail and prioritize specific actions to achieve goals within reasonable time frames.
5. Continuously assesses adequacy of client service plans and progress in meeting goals; revises plans as necessary; and provides written notification to supervisor of resource inadequacies which impede attainment of service goals.
6. Reviews and evaluates agency responsiveness to clients' needs and the case management practices relative to service provision.
7. Develops, coordinates, and presents public information and education programs for the purposes of familiarizing the public, law enforcement agencies, and others, concerning agency programs and services.8. Testifies in court if necessary regarding clients' needs; prepares summaries for court as requested.
9. May function as a lead worker for other professional social service staff.
10. May supervise student interns and/or paraprofessional staff.
11. Prepares studies, reports, legal documents, and correspondence.
12. Meets with agency director, supervisors, and workers to ensure effective communication regarding program development, policies, procedures, current developments, and treatments in child welfare/dependency.
13. Performs emergency on call duty as needed.
14. Performs related work as required.
15. Maintains statistics on client base and completes required paperwork/reports.

Position Description

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OTHER DUTIES OF THE JOB

1. Attends staffing, 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 GIVEN

None

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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 III (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.