

## JOB POSTING

<b>Department:</b>	CHILDREN AND YOUTH SERVICES
<b>Organization:</b>	
<b>Job Code / Title:</b>	L0624 / COUNTY CASEWORK 2 OR L0623/ CASEWORK 1
<b>Position Number:</b>	0006 / 0009
<b>County:</b>	CLARION
<b>Headquarter City/Address: (Work Location)</b>	HUMAN SERVICES BUILDING 214 SOUTH 7 <sup>TH</sup> AVE. CLARION, PA 16214
<b>Type of Job:</b>	CIVIL SERVICE
<b>Union:</b>	NO
<b>Bargaining Unit:</b>	-
<b>Seniority Position:</b>	-
<b>Type Position:</b>	FULL TIME
<b>Salary Range:</b>	\$ 23,538 / \$ 22,187
<b>Pay Range &amp; Step:</b>	22/ A / 20 A
<b>Posting Length:</b>	2 WEEKS
<b>Posting Dates:</b>	FEBRUARY 23, 2010 – MARCH 9,2010
<b>Contact Name / Number:</b>	JOLENE HARTLE / 814-226-4000 X2707
<b>Additional Information:</b>	WORK HOURS ARE 8:30 - 4:30/ MONDAY - FRIDAY SOME ON-CALL WORK FOR EVENINGS AND WEEKENDS. FLEXIBILITY REQUIRED TO MEET CLIENT NEEDS.
<b>Job Description:</b>	SEE ATTACHED JOB DESCRIPTION
<b>Last Date Job Applications Will Be Accepted:</b>	MARCH 9, 2010

### RECRUITMENT METHODS:

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

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

### ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

County Caseworker 2

- Any equivalent combination of training and experience which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice or other related social sciences.

Other class titles may apply and a determination will be made according to whether there is a logical functional, occupational or career development relationship; and or whether there is a clear linkage between the required knowledge, skills, and abilities of the previously or currently held class with those needed for the posted position

Caseworker 1 is entry level with training and greater supervision provided while employee learns the duties in the Caseworker 2 position.

2. State Civil Service Commission Approved Additional Special Requirements: NONE

3. Must be a resident of Pennsylvania.
4. Must be eligible for selection in accordance with Civil Service rules.

## **ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:**

### **CLASS RESTRICTIONS**

1. Have held regular civil service status in the following classification:

County Caseworker 1

### **SELECTION CRITERIA**

2. Meet the minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
4. Seniority, defined as a minimum of one (1) year(s) in the next lower class(es) by the posting closing date of **March 9, 2010**.

### **APPLICATION INSTRUCTIONS**

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: Jolene Hartle (814) 226-4000 Ext. 2707

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

### **HOW TO APPLY – ALL CANDIDATES:**

The following materials must be mailed and postmarked on or before **March 9, 2010**. Late applications will not be accepted.

1. A letter of interest and a County application form must be submitted to  
Department of Human Resources  
Attn: Jolene Hartle  
Courthouse Basement Suite 2  
Clarion, PA 16214

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:

Human Resources Department  
Attn: Jolene Hartle  
Clarion County Courthouse  
421 Main St. Suite 2  
Clarion, PA 16214

**CLARION COUNTY IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.**

# CLARION COUNTY CHILDREN AND YOUTH

## JOB DESCRIPTION

### COUNTY CASEWORKER

#### FAMILY SERVICES DEPARTMENT

##### Goal

The goal of this position is to provide services, on an ongoing basis, to families in which there are risks to a child or children, who may or may not have been declared Dependent and/or Delinquent by the Court. Services are provided directly to the child, natural family, and, if necessary, the foster family, and by referral to other appropriate service agencies, in an effort to reduce and/or eliminate the risks so that, if at all possible, the family can remain together or become reunified, if child has been placed outside of the home.

The focus of services at this level shall be to assess, on a regular basis, the child's needs and to provide ongoing Agency services, based on the Family Service Plan, to insure the safety and welfare of the child or children, while working toward eliminating, if possible, the issues which led to or may lead to the placement of the child or children. As well, services must adhere to all agency policies and regulatory standards as established by law in such a manner as to prevent injury or risk.

The population served shall be any Clarion County family whose child and/or children are at risk.

Duties and responsibilities include:

##### Case Management

1. Review all information gathered by the Intake Department.
2. Perform ongoing evaluation/assessment of the safety of children and the strengths and needs of the family for the development of services strategy to promote family unity.
3. Develop and initiate service plans as stipulated by Agency policy and regulations.
4. Collaborate with other professional service providers regarding, treatment, needs, and focus of service.
5. Evaluate and initiate, as needed, referral to the Intake Department for legal action or law enforcement intervention to protect children in accordance with CPSL and regulations.

## Caseworker - Family Services Department

### Case Management (cont.)

6. Provide for or arrange protective and preventive social services to children and families through intra agency and interagency referrals.
7. Complete in a timely manner all statistical reporting, case recordings, and data entry into ChildNet PA.
8. Meet at least weekly with Family Services Team Supervisor to review service provision.
9. Identify concerns to supervisor re: level of care received by children in their home or in placement, i.e., foster home, shelter, residential, residential treatment.
10. Attend team meetings, department meetings, full staff meetings and participate in multi-disciplinary team meetings.
11. When necessary, arrange placement for children and follow through on placement procedures as outlined in the Agency Policy and Procedures Manual.
12. Upon certification by the State as a Direct Service Worker, participate in the On-Call rotation for after hours emergency services.
13. Comply with the HIPAA privacy and security regulations that govern disclosure of protected health information and follow all procedures developed by the agency to comply with those regulations. Access to protected health information is limited as identified on the attached workforce designation.

### Legal

1. Prepare petitions for Court.
2. Prepare Pre-Court and Court prep forms.
3. Provide Agency counsel and Guardian ad Litem with pertinent data and case material.
4. Testify in Court proceedings.

### Public Relations

1. Provide training and information on available services to mandated reporters and other interested groups and organizations in the community.
2. Be knowledgeable of services provided within the community.

Caseworker - Family Services Department

Public Relations (cont)

3. Maintain updated knowledge of changes in CPSL and regulations.

Maintain certification in CPR and First Aid.

Attend at least 20 hours of training per year and shadow at least one abuse investigation every six months.

Perform other related duties, as assigned.

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Signature

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Date

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Supervisor

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Date