

## **JOB DESCRIPTION FOR COUNTY CASEWORKER 1 (C&Y)**

**SALARY:** \$28,080.00 annual/\$18.00 per hour for 30 hours per week to start

**JOB TYPE:** Civil Service Permanent Full-Time

**DEPARTMENT:** Local Government

**LOCATION:** Montour County Children and Youth Services

**OPENING DATE:**

**CLOSING DATE:**

**JOB CODE:** L0623

**WORKSITE ADDRESS:** 435 E Front St

**CITY:** Danville

**ZIP CODE:** 17821

**CONTACT NAME:** Melodie Follmer

**CONTACT PHONE:** 570-271-3050

**CONTACT EMAIL:** mfolllmer@montourcounty.gov

### **THE POSITION:**

Montour County Children and Youth Services is currently seeking a professional individual to work in a full-time position as a County Caseworker 1 (Local Government) with salary and benefits offered by Montour County. This position is responsible for investigating reports of suspected neglect and child abuse that come into the agency, and to arrange and monitor in-home and out-of-home care provided to selected clients of the agency. (Union available)

Work Schedule is Monday – Friday 9:00 am to 4:00 pm. (1 hour Lunch) Shared on-call

### **DESCRIPTION OF WORK:**

This is an entry level social service position within the County Children and Youth system. Responsibilities are limited in scope and difficulty while being performed under close supervision of the Casework Supervisor during the probationary/training period. This position is responsible for working with a family from the point the family is referred to CYS until they are no longer involved with the agency. Work is performed in an office setting, at client residences and other service provider locations.

The caseworker hired will meet regularly with families referred to the agency both on an intake and ongoing nature, conducting interviews in an office setting, at client residences and other service provider locations. It is the responsibility of the caseworker to participate in conferencing and teaming with service providers to help families with their planned goals, including safety and self-sufficiency. This position is responsible for completing data entry to maintain case documentation for case records and testimony in Children's Court. This position provides crisis intervention where appropriate, assuming on-call duties and responsibilities on a rotational basis. This position is responsible for following all necessary Department of Human Services (DHS) regulations and agency policies and procedures regarding services to clients and their families. Other duties as assigned by supervisor.

**Other Requirements:**

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.

1. Valid PA driver's license
2. Act 34 (Criminal History) clearances required
3. Act 151 (Child Abuse History) clearances required
4. Act 114 (FBI Federal Criminal History check/fingerprint) clearances required

**Benefits Overview\*:**

- **Personal Days:** 2 per year
- **Vacation Days:** 12 per year accrued monthly. Earned retroactively after successful completion of 6-month probation period.
- **Sick Days:** 12 per year, accrued monthly. Earned retroactively following successful completion of probation period.
- **Holidays:** 14 paid per year
- **Health Insurance:** Available on the first day of the first month after 30 days of employment.

\*Come see us to discuss the full description of benefits available! Subject to union contract negotiations.

Montour County is an EOE. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.