

COUNTY OF YORK VACANCY POSTING

Posting Number:	40-2019-0016
Department:	York County Children, Youth & Families
Work Location:	100 W. Market Street York, PA 17401
Position Title:	County Caseworker 2 (Intake)
Position Number:	32-152
Job Description:	See Attached Job Description
Type of Position:	Full Time - Merit Hire
Shift:	8:00 a.m. – 4:30 p.m.
Bargaining Unit/Union Name:	Yes/PSSU
Seniority Position:	Yes
Starting Rate:	\$17.46/hour
Pay Range:	As outlined in the Collective Bargaining Agreement
Posting Length:	6 Days
Posting Dates:	03/12/19 – 03/20/19
Last Date Bids Will Be Accepted:	03/20/19
Contact Name/Number:	Stephanie Diehl (717) 771-4689

RECRUITMENT METHODS:

Applicants must be eligible for one or more of the following recruitment methods to be considered for this vacancy; Promotion, Transfer, Reassignment, Voluntary Demotion, Re-employment.

ELIGIBILITY – All Candidates:

1. Must meet the Minimum Education, Experience and Training (MEETs) required for the vacancy.

The MEETs for this vacancy are:

- a. Six months of experience as a County Caseworker 1; **or**
- b. Successful completion of the County Social Casework Intern program; **or**
- c. A bachelor's degree with a social welfare major; **or**
- d. A bachelor's degree which includes or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences and one year of professional social casework experience in a public or private social services agency; **or**
- e. 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.

ELIGIBILITY – Selection Criteria of Internal Candidates for Promotion:

1. Must meet the minimum education, experience and training required for the vacancy.
2. 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 needs improvement.

This vacancy is subject to the promotion provisions of the PSSU Collective Bargaining Agreement Article XXI: Seniority and Vacancies

Section 1. Department seniority shall be the determining factor in all cases of promotion, demotion, transfer, increase or decrease of working forces, layoff and recall, and as used herein shall mean length of continuous service within the respective department (CYF or AAA), plus ability to do the job (as defined in the job description and position, of the specified minimum education, experience and training requirements). Demotions, layoffs, transfers and decreases in work force shall be in inverse order of department seniority. For the purpose of layoff, demotion, transfer, and decreases in the work force, shop stewards shall retain super-seniority. Bargaining unit seniority shall continue to be utilized for purposes of calculating entitlement to benefits dependent upon time of service.

*Section 4. An employee must serve a minimum of 6 months in a position before bidding on a new position with the exception of moving from a Caseworker 1 to a Caseworker 2.

*Per the provisions of the PSSU Collective Bargaining Agreement for CYF and AAA

OTHER REQUIREMENTS:

This position requires the following pre-employment background checks and ongoing employment certifications:

1. PA State Police Criminal Background Check
2. PA Child Abuse History Clearance
3. Department of Human Services FBI Clearance with fingerprints

APPLICATION INSTRUCTIONS:

Interested applicants must submit the requested application and materials as specified in the "How to Apply" section. **Failure to comply with the application instructions will eliminate you from consideration for this vacancy.** Additional information may be obtained by contacting:

Stephanie Diehl
Human Resources Generalist 2
York County Human Resources
28 East Market Street, Room 210
York, PA 17401-1586
sjdiehl@yorkcountypa.gov

HOW TO APPLY:

The following materials must be received by 4:30 pm on or before 03/20/2019.

1. All interested, eligible parties must fully complete a County of York Employment Application with the desired position number and position title indicated.
 - a. The application must provide details of experience and training relative to the minimum education, experience and training requirements of the vacancy, so eligibility can be determined.
 - b. Cover letters and resumes will only be accepted with a fully completed employment application.
2. Employment Applications may be requested from the Human Resources Office by contacting Stephanie Diehl at 717-771-4689. **Applications received after the posting deadline will not be considered.**

County of York is a dedicated EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to race, color, sex including sexual orientation and gender identity, national origin, age, religion, marital status, disability, or any other protected status and/or condition specified in Federal, State or local laws. Reasonable accommodations will be made for all applicants or employees with disabilities when notified in advance.

York County Job Description

Job Title: County Caseworker 2

Revision Date:

Full time **Part time**

Hours of Work:

Hours per week: 40

Shift:

Dept No: 40

Dept Name: Children, Youth & Families

Reports to (title only): County Caseworker Supervisor

POSITION SUMMARY

This position is responsible to investigate reports of suspected neglect, child abuse, and student 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.

Job Title:

ESSENTIAL REQUIREMENTS

- A bachelor's degree with a social welfare major; or 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 with a combination of experience and training which includes one year of case management experience in a public or private social services agency; or six months of experience as a County Caseworker 1, or successful completion of the Social Casework Intern program; 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.
- Knowledge of current social case management principles, techniques, and methods.
- Knowledge of current social, economic, and health problems and resources and the recognition of their impact on the growth and development of people.
- Knowledge of individual and group development and behavior and ways of working effectively with adults and children who have social, economic, emotional, or health problems.
- Knowledge of the basic principles and methods of program interpretation and community organization.
- Knowledge of social welfare policy and law as they relate to agency function and purpose and societal structures.
- Ability to work effectively with people and aid them to grow in the constructive use of their potential in adjusting to their specific problems.
- Ability to understand and accept the needs and rights of others and to work with adults and children who are physically challenged, emotionally troubled, or economically disadvantaged.
- Ability to conduct individual and family interviews and to use them to identify individual and family problems.
- Ability to establish and maintain effective working relationships with clients, their families, other staff, outside agencies and institutions, and the general public.
- Ability to plan and organize work, prepare adequate records and reports, set priorities, and maintain a caseload in an effective and timely manner.
- Ability to plan, organize, and direct the work of others.
- Ability to interpret and apply relevant laws, regulations, and policies governing agency services.
- Ability to adequately express ideas orally and in writing.

Job Title:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Investigate reports of suspected neglect, child abuse, and student abuse.
- Assure the safety and risk of each client is assessed in a timely, thorough manner, in accordance with PA Dept of Human Services (DHS) Code and DHS Bulletins.
- Conduct in-depth interviews with the reporting party, child, parents, baby sitters, relatives, alleged perpetrator(s), and other persons as necessary.
- Investigate at various venues including home visits, jail visits, schools, and joint investigations with police.
- Determine the validity of concerns and the nature, extent, and cause of verified abuse or neglect.
- Conduct physical examination of injuries, take pictures, and determine the level of severity.
- Inspect home environments to determine if reports of neglect have merit. Such conditions may include lack of food, unsanitary conditions, young children home alone, etc.
- Assess the need for out-of-home placement and counsel clients regarding the need for placement and separation of family members.
- Provide immediate child protective services to those children remaining in the home.
- Complete investigations within regulatory guidelines.
- Refer clients to various community resources.
- Assist in completion of service referrals for clients
- Research, generate, and maintain records and documentation.
- Input data into automated tracking and reporting systems.
- Maintain case records, required forms, and reports in prescribed agency format.
- Meet with assigned clients to monitor progress towards goals and complete assessments.
- Arrange and supervise visits between parent(s) and clients in placement as per court order and foster care regulations. Arrange transportation for visits for parent(s) and clients as necessary.
- Attend all scheduled court hearings associated with assigned cases be prepared to appropriately present the case.
- Participate in various meetings and coordinate services for the clients with community providers, service providers, schools, and medical professionals.
- Document case interactions by employing basic writing techniques to organize and structure information and observations in an objective, clear, concise, and complete manner.
- Develop appropriate paperwork at designated intervals, and complete paperwork and processes to ensure timely permanency for children.
- Develop and implement appropriate initial family service plans (FSP) when applicable.
- Ensure application of best practices in social service delivery through the implementation of family group decision making and family finding and other initiatives that improve the quality of service delivered to families, through direct supervision of agency staff.
- Explore career/educational opportunities for youth.
- Coordinate direct independent living/aftercare services for youth.
- Coordinate Independent Living Case Planning for youth 14 and older.
- Explore Life Skills education for youth.
- Perform related work as required.