

JOB POSTING

Department:	Monroe County Children & Youth
Organization:	Monroe County Children & Youth
Job Code / Title:	L0623 & L0624 County Caseworker I & II
Position Number:	
County:	Monroe
Headquarter City/Address: (Work Location)	730 Phillips Street, Stroudsburg, PA 18360
Type of Job:	Civil Service - IF NOT A CURRENT OR FORMER CIVIL SERVICE EMPLOYEE APPLY AT www.employment.pa.gov If not posted at the time you must sign up for alerts to be notified of future postings. Please contact Donna Ace at dace@monroecountypa.gov for further assistance.
Union:	PSSU
Bargaining Unit:	SEIU PSSU Local 668
Seniority Position:	Yes
Type Position:	Permanent / Full-time
Salary Range:	CWI \$36,156.00 CWII \$42,945.00
Pay Range & Step:	33 / 35 none
Posting Length:	Until Filled
Posting Dates:	07-14-2022 – Until Positions Are Filled
Contact Name / Number:	Donna Ace– 570-420-3590 ext 3259
Additional Information:	Work Hours are 8:00AM – 5:00PM Monday – Friday (75 Hrs. biweekly. Travel and after hours work as necessary)
Job Description:	See attached job description
Last Date Job Applications Will Be Accepted:	When All Positions Are Filled

RECRUITMENT METHODS:

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

- Civil Service Lists
- Promotion without exam
- Transfer
- Reassignment (Current civil service employees holding the same or similar job title. Only employees who currently hold the same job title or who currently hold a similar job title in the same pay scale group with the same essential duties and qualifications will qualify under Reassignment.)
- Reinstatement (Current civil service employees are not eligible through reinstatement. Only former employees who held the same job title or a similar job title in the same pay scale group with the same essential duties and qualifications will qualify under Reinstatement.)

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:
2. Caseworker I
3. **Minimum Experience and Training:** 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;
4. or
5. 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;
6. or

7. 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.

Caseworker II

8. **Minimum Experience and Training:** Six months of experience as a County Caseworker 1;
9. or
10. Successful completion of the County Social Casework Intern program;
11. or
12. A bachelor's degree with a social welfare major;
13. or
14. 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;
15. or
16. 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.
17. State Civil Service Commission Approved Additional Special Requirements: None
18. Must be a resident of Pennsylvania.
19. 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 one of the following classifications:

We will also consider applications from employees for which there is a logical occupational, functional, or career developmental relationship to this position. All applicants must meet the minimum experience and training requirements.

Employees who previously held regular civil service status in the job title of the position being filled are also eligible for promotion without examination.

The promotion without examination requirements are issued in accordance with merit system employment regulations.

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

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: 570-420-3590 ext. 3259 Donna Ace

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before. Late applications will not be accepted.

1. A letter of interest, resume and County Application for Employment.
2. A copy of the last due performance evaluation report if applying through the Promotion without Examination process
3. An SCSC Personnel Transfer Request form if transferring from one agency to another.
4. A voluntary demotion letter if applying for demotion, and if demotion is a recruitment option.

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:

Donna Ace Monroe County C & Y
730 Phillips Street
Stroudsburg PA 18360

Monroe County Children and Youth Services IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

JOB DESCRIPTION

1. Name of Employee (Last, First, MI) Caseworker	2. Employee Number	Position Number
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3. Department MCCY	Bureau Y745	Division	Headquarters	Organization Code
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4. Class Title Intake Caseworker	Working Title	Class Code
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5. Regular Work Schedule Start Time: <input type="text" value="8:30am"/> Lunch Length: <input type="text" value="1 HR."/> End Time: <input type="text" value="5:00pm"/> Hours/Week: <input type="text" value="37.5"/>	Position is: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary														
Days Worked (check all that apply): <table style="width:100%"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table>	S	M	T	W	Th	F	S		X	X	X	X	X		Reports to: Class Title County Casework Supervisor Explain any schedule variations:
S	M	T	W	Th	F	S									
	X	X	X	X	X										

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Position is that of a caseworker responsible to investigate and process referrals of a general nature and those of child abuse, responsibilities include:

- Investigate reports of child abuse as per Child Protection Services Law. Standards: As specified in child Protective Services Law.
- Receive, categorize, prioritize, and investigate all general agency referrals. Standards: Begin and complete investigation within the agency's time limits and per procedure manual. Keep on going, accurate, detailed dictation of investigation.
- Schedule and / or attend conferences, meetings, staffings and case reviews of client on your caseload. Standards: Thoroughly search for all appropriate resources to recommend to receiving unit. Research sources include but are not limited to: Multi-Disciplinary Team, Placement/Movement, CASSP, and staffings. Document recommendations.
- Read, review and be knowledgeable of Child Protective Services Laws and Amendments.
- Standards: Maintain and investigate child abuse reports as mandated by law.
- Attend training seminars and conferences pertinent to your position as recommended and approved by your supervisor. Standards: At least 20 hours per year and as per requirements of Child Protective Services certification and re-certification.
- Perform related work as required.
- Use of personal vehicles required with monetary reimbursement.
- Be willing to work flexible hours and be available for emergencies.
- Travel is required.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

Cases are processed at intake level, reviewed at placement/movement committee, assigned by supervisor.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of __ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

