

JOB POSTING

Department:	Monroe County Children & Youth Services/Community Services Unit
Organization:	Monroe County Children & Youth Services
Job Code / Title:	L0623 County Caseworker I and /or L0624 County Caseworker II
Position Number:	0014
County:	Monroe
Headquarter City/Address: (Work Location)	730 Phillips Street Stroudsburg, PA 18360
Type of Job:	Civil Service
Union:	PSSU
Bargaining Unit:	SEIU PSSU Local 668
Seniority Position:	Yes
Type Position:	Full-Time
Salary Range:	CW I 30,450.17 TO 59,529.47& CW II \$35,525.16 TO 68,154.02
Pay Range & Step:	33 and / or 35
Posting Length:	Open Days
Posting Dates:	Open
Contact Name / Number:	Mike Perez
Additional Information:	Work hours are 8:30 a.m. to 5:00 p.m. Monday - Friday (75 hrs bi-weekly). Travel, Overtime & After hours may be required.
Job Description:	See attached
Last Date Job Applications Will Be Accepted:	Open

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 1 (Local Government)

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** 2 years of experience as a County Social Services Aide 3 and 2 years of college-level coursework which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; **OR** an 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.

County Caseworker 2 (Local Government)

Six months of experience as a County Caseworker 1; **OR** successful completion of the County Social Casework Intern program; **OR** a bachelor's degree with a social welfare or social work major; **OR** 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 1 year of professional social casework experience in a public or private social services agency; **OR** an 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. 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 one of the following classifications:
 - County Caseworker 1 for CW 2
 - For any other classifications, a determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

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 in Union Contract by the posting closing date of Open.

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: ext. 3259

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 Open. Late applications will not be accepted.

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 submit your letter of interest to:

Adelaide W. Grace, Administrator
730 Phillips Street
Stroudsburg, PA 18360

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

MONROE COUNTY CHILDREN & YOUTH SERVICES VACANCIES

In order to apply for a Monroe County Caseworker I or Caseworker II position you have to take the County Caseworker I and County Caseworker II Civil Service test. Go to www.employmentpa.gov and then continue to open jobs, and then continue to open jobs again. Search for County Caseworker, scroll down until you find the Job title Caseworker I & II local government exam for future vacancies. You have to click on the job title and register to take the Civil Service Caseworker I & II test. To be considered for these positions you must have tested and have your score back in before you apply for the positions when they are posted on this site.

Monroe County Children & Youth Services has openings for Caseworker I & II's, Social Services Aides, Fiscal Technicians, and Clerk 2 positions. You must apply for all positions through the www.employmentpa.gov web site when they are posted.

After you have done this and have your test score it is then your responsibility to watch for the postings and you must apply for the positions through the web site every time our positions are posted. For positions that don't require testing they are still Civil Service positions and you also need to go to the www.employmentpa.gov site to apply for the positions when they are posted.

If you need further assistance you can email dace@monroecountypa.gov or call 570-420-3259 ext. 3259.

Thanks for your interest in our agency! Donna Ace

JOB DESCRIPTION

1. Name of Employee (Last, First, MI) 2. Employee Number Position Number
 Caseworker/Advisor Coordinator /Truancy Caseworker/ILP Co-Facilitator

3. Department Bureau Division Headquarters Organization Code
 MCCY Y745

4. Class Title Working Title Class Code
 County Caseworker II L0624

5. Regular Work Schedule

Start Time:	8:30am	Lunch Length:	1 HR.
End Time:	5:00pm	Hours/Week:	37.5

Position is:

<input checked="" type="checkbox"/>	Full-Time	<input checked="" type="checkbox"/>	Permanent
<input type="checkbox"/>	Part-Time	<input type="checkbox"/>	Temporary

Reports to: Mike Perez Class Casework Supervisor

Days Worked (check all that apply):

S	M	T	W	Th	F	S
	X	X	X	X	X	

Explain any schedule variations:

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.

The Advisor Coordinator has primary responsibility for supervision of Advisors and liaison with other units and referring agencies. This supervision focuses on the development and implementation of treatment plans for clients. The Advisor/Assistant Advisor Coordinator works with agency caseworkers, supervisors, foster parents, and other community professionals to develop treatment plans for the individual client and to assess the clients progress toward their goals.

This position will also act as a Truancy Intervention Caseworker and serve as a liaison between the school districts, the court, and Children and Youth and provide supportive services to children identified at risk due to truancy.

This position will also help develop, implement, and coordinate the Independent Living Program.

Responsibilities:

- Recruit, interview, and make hiring decisions for new Advisor candidates.
- Obtain all required paperwork (Act 33 information, references, contracts, confidentiality statements, insurance information, etc.) for new Advisors in a timely fashion, and assume responsibility for keeping all such records up-to-date.
- Complete an assessment on treatment needs and appropriate services for clients referred to the Advisor Program.
- Develop treatment plans for clients in conjunction with Advisors and caseworkers.
- Meet with Volunteer Advisors on a monthly basis to review progress of treatment plan goals and to monitor Advisor/Client activities.
- Facilitate, on an as-needed basis, quarterly staffings held by the client’s Treatment Team.
- Act as liaison in any meetings with other agencies involved with Advisor Program clients.
- Fiscal responsibilities, including billing for services and reimbursement of Advisor/Client expenses..
- Assist in developing, implementing, and coordinating the Independent Living Program.
- Prepare case recordings, summaries, and other written documentation as required by the agency, county, and state law, regulations, and guidelines.
- Attend Truancy Court as needed
- Investigate and provide casework services for truancy cases
- When indicated, refers individuals requesting information and/or service to community resources

- Prepares court petitions and other related court documents in accordance with the Juvenile Act
- Travel is required
- Other duties as assigned by Supervisor.

Miscellaneous:

Normal work week is 37.5 hours Monday-Friday

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

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 _____

