

JOB POSTING

Department:	Monroe County Children & Youth Services
Organization:	Monroe County Children & Youth Services/CPS/Intake Unit
Job Code / Title:	L0623 County Caseworker I and /or L0624 County Caseworker II
Position Number:	
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
Posting Dates:	Open
Contact Name / Number:	Crystal Rivera 3276
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:

CW 1 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;

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.

CW 2 Minimum Experience and Training: 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 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 one year of professional social casework experience in a public or private social services agency;

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.

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) Intake 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 L0623/L0624
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5. Regular Work Schedule		Position is:															
Start Time: 8:30am	Lunch Length: 1 HR.	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent														
End Time: 5:00pm	Hours/Week: 37.5	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary														
Days Worked (check all that apply):		Reports to: N. Hardy Sarah Stiff A. Carpentier A. Carpentier															
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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.

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 _____

