

JOB POSTING

Department:	Monroe County Children & Youth Services
Organization:	Monroe County Children & Youth Services
Job Code / Title:	LO626 QA Unit County Caseworker Supervisor
Position Number:	
County:	Monroe
Headquarter City/Address: (Work Location)	730 Phillips Street Stroudsburg, PA 18360
Type of Job:	CS 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 dace@monroecountypa.gov for further assistance.
Union:	NO
Bargaining Unit:	NO
Seniority Position:	Y
Type Position:	Full-Time
Salary Range:	\$59,053.70 to \$70,260.74
Pay Range & Step:	38
Posting Length:	Days
Posting Dates:	Open Until Position Is Filled
Contact Name / Number:	Donna Ace dace@monroecountypa.gov
Additional Information:	Work hours are 8:30 a.m. to 5:00 p.m. Monday - Friday (80 hrs bi-weekly). Travel, Overtime & After hours may be required.
Job Description:	See attached
Last Date Job Applications Will Be Accepted:	Until Position Is 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 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:

Minimum Requirements:

Two years of professional experience in public or private social work and a bachelor's degree with major coursework in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; OR an equivalent combination of experience and education, 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:
 - 2 Years County Caseworker 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..

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

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 emailed to dace@monroecountypa.gov .

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:

Donna Ace dace@monroecountypa.gov
730 Phillips Street
Stroudsburg, PA 18360

On-site coordinator for SWAN paralegals.

Acts as county liaison to CWCMS (Child Welfare Case Management System) or its equivalent.

Supervises, evaluates, and monitors the performance of provider resources and services as they relate to the specific needs of children and families. Position also involves collecting information regarding these resources, ensuring that this information is conveyed to staff, and coordinating contract monitoring with fiscal staff.

Administer Medical Assistance/Managed Care Programs – Supervise the physical and behavioral Health Choices program within the agency. Serve as liaison to Physical Managed Care Organizations and Behavioral Managed Care Organizations to resolve special coverage problems, clarify procedures and advocate for special needs children. Provide consultation to Children & Youth and Juvenile Probation Office staff on all issues pertaining to Health Choices.

Supervise and participate in contract development for services using best practice guidelines in conjunction with outcome measures.

Agency representation – Represent agency at regional, state and community meetings regarding program funding and outcomes.

Perform related duties as required.

Travel is required.

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 _____

