



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: October 16, 2015

CLOSING DATE: October 30, 2015

COUNTY TITLE: Quality Assurance & Compliance

PAY GRADE: P-III

(Civil Service Title; Class Code-Position Number: County Children, Youth & Families Program Specialist 1; L0747-0002

UNIT: Non-Bargaining
(Seniority Position: NO)

DEPT: HS/OCY-Administration
154 W. 9th St., Erie, PA 16501

SALARY RANGE: \$28.20/hour \$54,990/annual – Min
\$36.99/hour \$72,131/annual – Max

HOURS PER WEEK: 37.5
Mon-Fri, 8:30 a.m. to 5:00 p.m.

*****THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION*****

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit a County Employment Application, Bid Form and Resume stating their qualifications to: Human Resources Dept., Erie County Courthouse, 140 West 6th St., Room #501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Application materials must be received or postmarked on or before: Friday, October 30, 2015.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov. CLICK ON THE "JOB OPPORTUNITIES" LINK TO ACCESS FORMS. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. ADDRESS LISTED ABOVE OR FAXED TO HUMAN RESOURCES @ 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. 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 INTERVIEW.

Inquiries related specifically to job duties and responsibilities may be directed to Lana Rees @ 814-451-6667. All other inquiries may be directed to Jaynette Simmons @ 814-451-6852.

ALL NEW ERIE COUNTY DHS HIRES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CHILD ABUSE AND CRIMINAL HISTORY CLEARANCES AND AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

All applicants must be a Pennsylvania resident in addition to meeting the minimum experience and training (METs) required for the job. The METs for this position are: Two years of professional level experience in the field of children, youth and families; and a bachelor's degree, **OR** any equivalent combination of experience and training.

All applicants must also be either:

1. Within reach through the Rule-of-Three process on the current PA State Civil Service List of Eligibles for a County Children, Youth & Families Program Specialist 1.
- OR,**
2. Promotable without Exam through Civil Service by currently holding regular PA State Civil Service status in either the next lower class of County Caseworker 2 or County Social Worker 1.

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For any other classifications, a determination will be made as 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.

Applicants must also meet Civil Service Meritorious Service and Seniority criteria: Meritorious service is defined as, a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting, and b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory.” Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

OR,

3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the County Children, Youth & Families Program Specialist 1 classification.

If you do not currently hold or have not previously held regular Pennsylvania Civil Service Status and your name is not on the current Pennsylvania Civil Service Employment List for a County Children, Youth & Families Program Specialist 1 (Job Code – L0747), you will be ineligible for consideration for this position.

If you're uncertain of which recruitment method you'd fall under; what Civil Service title you currently hold; or, if you're eligible for consideration for this position, please contact Jaynette Simmons @ 814-451-6852 for that information.

DUTIES/RESPONSIBILITIES

This is professional and administrative work directing and coordinating training and quality assurance programs for the Erie County Office of Children & Youth.

ESSENTIAL FUNCTIONS OF THE JOB:

- Receives information from families and the public regarding quality and compliance, and recommends appropriate course of action.
- Maintains a system to track, respond to and expedite the resolution of reported quality concerns.
- Tracks trends of areas where quality and compliance could be improved, develops and implement strategies to mitigate any deficiency.
- Monitors contracted service providers programming to determine if outcomes are being met.
- When internal or external standards are deficient, will assist in developing corrective action plans and ensure that plans are implemented and completed.
- Represent the Agency on local and statewide committees.
- Liaisons with other departments within the Department of Human Services regarding quality and compliance.
- Designs, implements and evaluates staff development and quality assurance programs, policies and procedures.
- Develops, prepares and maintains County training plans.
- Directs the conduct of studies, needs assessments and program evaluation.
- Provides consultation and technical assistance to County administrative and supervisory staff regarding the assessment of training needs, the development and implementation of training programs, curriculum content, and methods and procedures necessary to improve the service delivery system.

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- May provide supervision and training to direct service caseworkers and orient new Supervisors regarding child welfare policies and procedures, methods of intervention and counseling to children and families.
- Provide training and information to mandated reporters and other community resources as requested.
- Provide coverage for other Supervisors' absences when requested.
- Interpret laws, regulations, policies and procedures relevant to child welfare services.
- Review case records to ensure compliance with Federal and State laws and regulations, as well as Agency policy and procedures.
- Monitor Agency compliance with federally required practice standards and associated measures.
- Assist and/or provide input for performance evaluations and professional development plans for OCY staff.
- Assist in the execution of professional development plans.
- Assess caseworker skill and ability, and identify ways of measuring competence and professional development.
- May supervise student interns.
- Prepares reports, correspondence and other materials as needed.
- Attend 20 hours mandatory training per year.
- Other duties as assigned.

This position is subject to the provisions of the Erie County Employee Handbook