



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** December 4, 2015

**CLOSING DATE:** December 18, 2015

**TITLE:** SOCIAL SERVICES AIDE II  
(Civil Service Title; Class Code-Position Number: County Social Services Aide 2; L0621-0007)

**GRADE:** 113

**BARGAINING UNIT:** AFSCME C/T  
(Seniority Position: Yes)

**DEPT:** Human Services/OCY-Ongoing  
154 W. 9<sup>th</sup> St., Erie, PA 16501

**ENTRY RATE:** \$11.40/hour \$22,230/annual - Minimum  
\$19.92/hour \$38,844/annual - Maximum

**HOURS PER WEEK:** 37.5  
Tue-Fri: 11:30 a.m. - 8:00 p.m.  
and Sat: 9:00 a.m. - 5:30 p.m.

**THIS POSITION IS ELIGIBLE FOR THE \$0.38 SHIFT DIFFERENTIAL FOR APPLICABLE HOURS WORKED DUE TO THE SCHEDULE STATED ABOVE**

**\*\*\*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 an Erie County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Applications must be received by or postmarked on or before Friday, December 18, 2015.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE [www.eriecountypa.gov](http://www.eriecountypa.gov) WEB ADDRESS AND SELECTING THE "VIEW JOB POSTINGS" LINK ON THE HOME PAGE. 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.

*Inquiries related specifically to job duties may be directed to Aimee Plowman @ (814) 451-6629 or Mary Jo Cline @ (814) 451-6630. All other inquiries may be directed to Jaynette Simmons @ (814) 451-6852.*

**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.**

**ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.**

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**MINIMUM REQUIREMENTS/QUALIFICATIONS**

Applicant must be a Pennsylvania (PA) resident, and meet the Minimum Experience and Training (METs) required for the job. The METs for this position are either: One year as a County Social Services Aide 1; **OR**, Graduation from high school, or its equivalency, and two years of experience in public contact work in a human services agency which included one year of experience in interviewing and obtaining information; **OR**, An Associate's Degree in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; **OR**, Any equivalent combination of experience and training.

(continued on reverse)

Applicant 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 Social Services Aide 2;  
**OR**
2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status;  
**For any classification, 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 this position.**  
**OR**
3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the County Social Services Aide 2 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 Social Services Aide 2, you will be ineligible for consideration for this position.**

### **DUTIES/RESPONSIBILITIES**

- This position works with the structure of Erie County Office of Children and Youth and provides personal support services to parents who abuse and neglect their children. The position is administratively supervised by a Casework Supervisor I and assists the caseworkers as assigned by the supervisor. (This position provides multiple Ongoing services to families assigned to him/her as well as furnishing one-time transportation services as time allows.)
- Because abusive and neglectful parents generally have suffered emotional deprivation as children, they themselves need to experience a relationship in which their dependency needs are met and in which they are helped to achieve independence. This position fulfills this helping role by providing the following services to parents and their children.
- Completes home visits with parents, focusing on discussion of child management, appropriate child health care, child development, home management, meal planning, budgeting, parenting skills and child-rearing techniques.
- Provides information to clients regarding community resources.
- Provides transportation to appointments such as medical appointments, group meetings, Court hearings, school appointments, etc.
- Transports children in out of home care to visits with their natural parents and siblings. Supervises visits between children and parents as assigned.
- Attends Court hearings in both Orphans' Court and Juvenile Court and provides testimony, as assigned, related to case involvement.
- Provides emergency assistance and/or crisis intervention for families when caseworker is not available.
- Complete case record documentation as required by law, regulations and Agency policy.
- Other duties as assigned.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

**\*\*\*This position is subject to the provisions of the AFSCME C/T Bargaining Unit contract\*\*\***

### **STATEMENT OF EMPLOYEE BENEFITS**

Average Annual Benefits & Pension Value for: AFSCME C/T: Single Coverage - **\$9,400**

Dependent Coverage - **\$20,900**

Average paid holidays annually – **14 days**

Average paid vacation for 1<sup>st</sup> year – **6 days**

Average paid personal days annually – **5 days**

Holidays may vary by bargaining unit