COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: September 11, 2015 **CLOSING DATE: September 25, 2015**

COUNTY TITLE: CASEWORK SUPERVISOR I **PAY GRADE: 308**
(Civil Service Title; Class Code-Position Number: County Casework Supervisor; L0626-0014)

UNIT: PSSU Meet & Discuss
(Seniority Position: NO)

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

SALARY RANGE: $20.86/hour $40,677/annual - Minimum
$34.69/hour $67,646/annual - Maximum

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 shall 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 by or postmarked on or before: Friday, September 25, 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 Mary Jo Cline @ 814-451-6630 or Aimee Plowman @ 814-451-6629. 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 experience in public or private social work and a bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; **OR,** Any equivalent combination of experience and education which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

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 Casework Supervisor.
   OR,

(continued on reverse)

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.

   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 Casework Supervisor 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 County Casework Supervisor (Job Code – L0626), 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

Principal Functions:

- Provide direct clinical supervision and training regarding child welfare policies and procedures.

- Analyzes, interprets and applies laws, regulations and professional standards to child welfare decisions regarding issues of child safety, well being, family functioning and permanency.

- Reviews and reads case records, Court information and dictation to ensure all Agency services are met, fully documented and in compliance with Federal and State laws and regulations, Agency policies, procedures, professional ethics and Court decisions.

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 PSSU Memorandum of Understanding for First Level Supervisors