COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: September 25, 2015 **CLOSING DATE: October 9, 2015**

COUNTY TITLE: JUVENILE COUNSELOR I **PAY GRADE: 204**
(Civil Service Class Title; Class Code-Position Number: Youth Development Counselor 1; L0931-0022)

BARGAINING UNIT: PSSU
(Seniority Position: YES)

DEPT: Erie County Human Services/OCY
ELTAC – Dependent Shelter
4718 Lake Pleasant Road, Erie, PA

SALARY RANGE: $17.88/hour $37,190/annual – Minimum
$30.09/hour $62,587/annual – Maximum

HOURS PER WEEK: 40

SCHEDULE: **Friday – 3:00 p.m. to 11:00 p.m.**
Saturday – 7:00 a.m. to 3:00 p.m.
Sunday thru Tuesday – 3:00 p.m. to 11:00 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 the Human Resources Dept., Erie County Court House, 140 West Sixth Street, 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 9, 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 "JOB OPPORTUNITIES" TO LOCATE DOCUMENTS. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE ABOVE HUMAN RESOURCES DEPT. ADDRESS, OR, FAXED TO THE HUMAN RESOURCES DEPT. @ 814-451-6484.

Inquiries related specifically to job duties and schedule may be directed to Scott Coughenour or Jerry Battle @ 814-451-6191. 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 DEPT. OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Applicants must meet the Pennsylvania residency requirement and must also meet the minimum experience and training (METs) required for the job. The METs for this position are: One year experience as a Youth Development Counselor Trainee; **OR;** One year of experience working with adolescents, and a bachelor's degree including courses in the behavioral sciences; **OR;** Any combination of equivalent experience and training.

(continued on reverse)

Applicants must also be EITHER:

1. Within reach through the Rule-of-Three process on the current, comparable PA State Civil Service List of Eligibles for a Youth Development Counselor (Job Code: 41810);
   OR
2. Promotable without Exam through Civil Service by currently holding regular PA State Civil Service status in the next lower class of either a County Caseworker 2 or a County Social Worker 1;
   OR
3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Youth Development Counselor 1 classification.

DUTIES/RESPONSIBILITIES:

- Knowledge of DPW 3800 regulations
- Counsel residents and families
- Maintain a safe and secure environment
- Implement program policies and procedures
- Documentation, Court reporting, duty observation, log entries
- Pass all mandatory training
- Availability for mandatory overtime
- Provide medical assistance and maintain all medical records
- Performance of all other related duties as required.

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 Bargaining Unit contract.*****