



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: February 5, 2016

CLOSING DATE: February 22, 2016

DEPARTMENT TITLE: TRAINING SUPERVISOR

PAY GRADE: 308

COUNTY TITLE: CASEWORK SUPERVISOR I

(Civil Service Class Title; Class Code-Position Number: County Casework Supervisor; L0626-0002)

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

DEPT: Erie County DHS/OCY
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
Monday – Friday, 8:30 a.m. – 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 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 by or postmarked on or before: Monday, February 22, 2016.**

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’ ADDRESS LISTED ABOVE OR FAXED TO HUMAN RESOURCES @ 814-451-6484.

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.

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.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

All applicants must meet both the Pennsylvania residency requirement and 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.

(continued on reverse)

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 (Job Code – L0626);
OR
2. Promotable without Exam (PWOE) 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;

For any other 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.

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 a County Casework Supervisor, you will be ineligible for consideration for this position.

DUTIES AND RESPONSIBILITIES

This is a non-case carrying supervisory position within the Erie County Office of Children and Youth. Considerable initiative and sound independent judgment is required. Excellent internal, external relational and organizational skills are required in addition to above average analytical, oral and written skills.

The position is responsible for assisting with the design and implementation of OCY’s internal training program and will be the primary person coordinating State training, including other available training opportunities. Duties and responsibilities include, but are not limited to:

1. Develop, schedule and coordinate casework staff training and training activities.
2. Develop, schedule and provide orientation and training for new casework staff.
3. Manage and coordinate casework staff participation in the Child Welfare Resource Center’s training program.
4. Maintain updated curriculum and training records.
5. Manage/supervise and coordinate the Student Intern Program (undergraduate).
6. Assists supervisors with remedial curriculum activities for caseworkers who require improvement in their job performance.
7. Develop and coordinate the caseworker mentoring program including providing guidance to the mentors. Facilitate group meetings with casework mentors and the casework mentees.
8. All other supervisory/mentoring/training duties as assigned or delegated

This position reports directly to an OCY Assistant Administrator and performance is reviewed through periodic consultation and program reports.

This position is subject to the provisions of the PSSU Memorandum of Understanding for First Level Supervisors

STATEMENT OF EMPLOYEE BENEFITS

Average **Annual Benefits & Pension Value for: PSSU Supervisors** Single Coverage - **\$11,950**
Dependent Coverage - **\$23,050**

Average paid holidays annually – **13 days**

Average paid vacation for 1st year – **6 days (amount increases after one year of employment and caps out w/30 days @ 20 years)**

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

Holidays may vary by bargaining unit