



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: March 5, 2019

CLOSING DATE: March 19, 2019

JOB TITLES: CASEWORKER I OR II

PAY GRADE: 203 OR 204

BARGAINING UNIT: PSSU
(Seniority Position: Yes)

DEPT: Human Services – OCY*
154 W. 9th St., Erie, PA 16501

STARTING SALARY: CW I - \$17.39/hour \$33,911/annual
CW II - \$17.88/hour \$34,866/annual

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

PROCEDURE TO APPLY: Please read the “How to Apply” section on the www.eriecountypa.gov website under the “View Job Postings” link below before applying.

Please submit a County Employment Application, Bid Form, Resume and a Release Form for Driving History Check stating your qualifications to:

Department of Human Services, Human Resources Dept.
240 West 11th Street, Suite #120, Erie PA 16501
Apply Monday - Friday, 8:30 am - 4:00 pm
FAX: 814-451-6859

Application materials must be received by or postmarked on or before: **Tuesday, March 19, 2019.**

The “How to Apply” section, applications and bid forms can be found on/downloaded from www.eriecountypa.gov. Click on the “View Job Postings” link from the home page to locate information/documents. Completed forms can be hand delivered or mailed to the above address or sent via fax.

Inquiries related specifically to job duties and responsibilities may be directed to Mary Jo Cline @ 814-451-6630 or Darlene Krol @ 814-451-6696 or Meredith Rodenbaugh @ 814-451-7235.

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

Applicants must meet the Minimum Experience and Training (METs) required for the job.

The METs for the **Caseworker I** position are either: A bachelor’s degree which includes 12 credits in sociology, social welfare, or other related social sciences; **OR**, Two years of experience as a County Social Services Aide 3 and two years of college level course work which includes 12 credits in sociology, social welfare, or other related social sciences; **OR**, Any equivalent combination of experience and training which includes 12 credits in sociology, social welfare, or other related social sciences and one year of experience as a County Social Services Aide 3 or in a similar position performing paraprofessional case management functions.

(continued on reverse)

The METs for the **Caseworker II** position are either: Six months of experience as a County Caseworker 1; **OR**, Successful completion of the County Social Casework Intern Program; **OR**, A bachelor's degree with a social welfare major; **OR**, A bachelor's degree which includes 12 credits in sociology, psychology, social welfare or other related social sciences and one year of professional social casework experience; **OR**, Any equivalent combinations of experience and training which include 12 credits in sociology, psychology, social welfare or other related social sciences.

DUTIES/RESPONSIBILITIES

This is a caseworker position in the Children and Youth Agency. This position is directly supervised by a Casework Supervisor. The primary responsibility of this position is to provide a combination of case management services, casework interventions and social work strategies in the provision of direct services, collaborative interventions and supportive services to children and families that have been accepted for service due to child abuse or neglect.

Provision of all services will be in accordance with the Agency Mission, State law and regulations, and Agency policy and procedures.

Duties/Responsibilities: Direct Services is defined as any interaction or direct intervention with a client family for the purpose of gathering and assessing information, evaluating risk and safety within the family home, evaluating environmental safety of a child/family, or discussing issues relevant to the family. Direct services also include contacts with foster/kinship families, group homes and institutions caring for children under Court Order and with adoption resources, if parental rights have been terminated.

All direct services are supported through the utilization of treatment team planning, collaborative service with community providers, participation in Agency supportive and administrative team meetings, and multiple disciplinary team meetings.

Interactions with family members, other Agency staff, community professionals and the general public will be completed in a professional manner.

Direct service tasks may include but are not limited to reporting child abuse or neglect to ChildLine and Intake, completing social histories, completing child assessments, assessing risk, completing and assisting to implement safety plans, and discussion and mutual completion of Family Service Plans and Child Permanency Plans.

Make culturally appropriate, community based referrals for child/family.

Assess and document risk to the child's physical and/or emotional well-being through direct contact with the family members. Complete a thorough assessment of immediate threats to safety.

Caseworkers must be able to perform all functions as outlined in the Child Protective Services Law including a minimum of monthly contact with each open child and caregiver in the home they reside in is mandatory. For high risk cases weekly contact is required.

Secure County Social Services Aide services for family/child as indicated for support, parent education, client transportation, or assisting in providing other ancillary services.

Transport child to medical, mental health appointments, etc., if foster/kinship/parents or County Social Services Aides are unavailable. Caseworker must have access to a reliable vehicle, valid driver's license, proof of insurance and vehicle registration.

Intervene when environmental, parent-child or family crisis suggests possible harm to the child. Secure safety using available family supports when appropriate. When indicated, refer child to Juvenile Court through an emergency protective order/petition alleging abuse/dependency.

Caseworkers must be able to properly install car seats as well as lift and/or carry children. Prepare written summaries for Court, and testify at all related Court proceedings.

(continued on next page)

Enact out of home placement according to State and Federal laws and regulations, Agency policies and Juvenile Court requirements. Secure the least restrictive placement that meets the child's safety, emotional and physical needs in a culturally appropriate environment.

Monitor child's adjustment to out-of-home placement by meeting with the child and his/her caretaker on a monthly basis minimally. Arrange visitation to occur on a regular basis (minimum every other week unless otherwise ordered by the Court) between parent and child to facilitate child's return home whenever possible. Arrange for sibling visitation to occur a minimum of every other week unless otherwise ordered by the Court.

Prepare for, attend and testify at all Court hearings. Prepare correspondence to the Court and all attorneys regarding visitation plans, changes in case situations, runaways and releases of information. Prepare progress reports and evaluations for Juvenile Court. Consult with attorneys and Court coordinators. Arrange for delivery of subpoenas when necessary. Explain rights and recommendations to clients.

If parental rights are terminated, select the adoptive home, which best suits the needs of the child or sibling group. Apply for a subsidy when appropriate. Prepare the child for adoption.

Service Accountability: Complete case record documentation as required by law, regulations and Agency policy.

Compose Court summaries in a manner that meets expectations set forth in law, regulations and by Erie County Family Court.

Complete inter-office reports (mileage, expense reports, weekly schedules, etc.) as required by Court and Agency policy.

Keep Agency informed of out-of-office appointments through accurate use of sign-out procedures.

Supervision and Training: Attend training sessions required by the State for Child Welfare Casework Certification. After completion of initial State mandatory training, caseworker must complete a minimum of 20 hours of training each calendar year to keep their caseworker status.

Attend weekly supervisor sessions with the Casework Supervisor. Keep supervisor informed of significant events with clients; and, collaborate on treatment planning and techniques to use in contacts with families and to deal with any problems the Caseworker may have in working with a family.

Participate in peer group with all members of the unit on a bi-weekly basis.

Attend inter-agency meetings such as the Multi-Disciplinary Team, Supervisory Review and Resource Management Team meetings, and Mental Health Triage meetings for the purpose of coordination of treatment plans. Read memoranda to keep informed of Agency procedural changes and statewide regulation changes.

Attend staff meetings of the entire Agency personnel, as scheduled.

Caseloads: In accordance with the Agency's need, but not to exceed 18 cases within the Caseworker I (CW I) position; or, 30 cases within Caseworker II (CW II) position.

*****This position is subject to the provisions of the PSSU (Pennsylvania Social Services Union) Contract*****

***Office of Children & Youth**