

MONTOUR COUNTY

Job Description

Job Title: Caseworker 1

Department: Children & Youth Services

Reports to: CYS Casework Supervisor

FLSA: Non-Exempt

Preparation Date: February 2022

SUMMARY: Montour County Children and Youth Services has an opening for a full-time union position County Caseworker 1 (Local Government), with salary and benefits offered by Montour County. This position is responsible to investigate reports of suspected neglect and child abuse that come into the agency, and to arrange and monitor in-home and out-of-home care provided to selected clients of the agency. **Civil Service eligibility is required.**

Essential Duties and Responsibilities:

This is an entry level social service position within the County Children and Youth system. Due to the trainee status of the position individuals must complete a paid 120 hour in-classroom and 6 hour of online transfer of learning education series leading to a direct service worker certification that is required by the state of Pennsylvania. Responsibilities are limited in scope and difficulty while being performed under close supervision of the Casework Supervisor during the probationary/training period. This position is responsible for working with a family from the point the family is referred to CYS until they are no longer involved with the agency.

The caseworker hired will meet regularly with families referred to the agency both on an intake and ongoing nature, conducting interviews in an office setting, at client residences and other service provider locations. It is the responsibility of the caseworker to participate in conferencing and teaming with service providers to help families with their plan goals, including safety and self-sufficiency. This position is responsible for completing data entry to maintain case documentation for case records and testimony in Children's Court. This position provides crisis intervention where appropriate, assuming on-call duties and responsibilities on a rotational basis. This position is responsible to follow all necessary Department of Human Services (DHS) regulations and agency policies and procedures regarding services to clients and their families. Other duties as assigned by supervisor.

Other Requirements:

A bachelor's degree which includes or is supplemented by successful completion of 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

1. Valid PA driver's license
2. Act 34 (Criminal History) clearances required
3. Act 151 (Child Abuse History) clearances required
4. Act 114 (FBI Federal Criminal History check/fingerprint) clearances required

Work environment:

1. Work is performed in an office setting, at client residences and other service provider locations.
2. Work is typically performed between Monday and Friday from 9:00 am to 4:00 pm with one hour lunch; However, some flexibility may be required to accommodate office needs.
3. On-call duties and responsibilities are shared on a rotational basis.

Montour County is an EOE.

Apply to an Exam/Vacancy

Start your search

Visit **www.employment.pa.gov** Click the "open jobs" tile.

You will then be given the option to "**Continue to Open Jobs**"

Search "**Caseworker**" on the open jobs page to find an exam of interest. Use the "**Filter**" option to see vacancies listed by location (Montour)

Read the posting description thoroughly before you apply. Make note of the contact information listed for the posting in case you have any questions. Be sure to apply by the closing date!

Ready to apply?

Sign in or create an account.

Apply to the Exam Posting

Fill out the application in *detail*.

When filling out the application, include as much detail as possible about your experience and training.

Add skills

Add attachments

Import your resume (optional).

Don't forget to attach your college transcript!

Answer supplemental questions.

Review and certify.

Submit your applicaiton.

Congratulations! You've successfully applied to become a Caseworker.

If you qualify, the hiring agency will contact you in accordance with mert system employment regulations.

Good luck and thank you for your interest in the
Commonwealth of Pennsylvania!