

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN 27

POST DATE: January 27, 2023

APPLICATION DEADLINE DATE: Until Filled

Applicants need to contact Children & Youth Services

Attn: Gail Marek (570) 325-3644 or gmarek@carboncounty.net

For information on how to apply.

POSITION: County Caseworker II

DEPARTMENT: Children & Youth Services

RATE OF PAY: \$18.93 per hour

HOURS WORKED: 8:30 a.m. – 4:30 p.m. Monday to Friday

OVERALL OBJECTIVE OF JOB:

This position will be responsible to provide for the safety and protection of children of all ages; children and/or youth and adolescents and families experiencing difficulties; and provide an effort to facilitate growth, behavioral and emotional improvements to those individuals and their families, and to maintain current and accurate documentation and records of clients and services.

QUALIFICATIONS:

Education/Training: Six months of experience as a County Caseworker I or successful completion of the County Social Casework Intern Program.

Work Experience: A bachelor's degree with a social welfare major or a bachelor's degree which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences and one year of professional social casework experience in a public or private social services agency.

Or any equivalent combination of experience and training.

ESSENTIAL FUNCTIONS OF JOB:

1. Receives reports on suspected child abuse from a Casework Supervisor and begins the investigation into the alleged allegations.
2. Determines the safety of all children in the home and develops a safety plan if necessary.
3. Documents details of the investigation in the computerized case management system and enters all contacts with the family and children.
4. Assures that all children in the home are receiving appropriate medical care and educational needs are being met.
5. Assists the family with making appointments and arranging for transportation if needed.
6. Determines if services are needed for the children and family and makes referrals for services as necessary.
7. Maintains regular contact with clients throughout the investigation period.
8. Meets with Casework Supervisor to review findings and decide if services are needed in the home.
9. Testifies as required at court hearings on clients' behalf as necessary.
10. Attends training, in-services and meetings as required.
11. Attends certification trainings as required under Act 151 of the Child Protective Services
12. Law, Title 23 PA, CS & Chapter 6.
13. Performs on-call duties as assigned by a Casework Supervisor
14. Performs other job-related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess ability to operate personal computer and related software, to type and utilize other office equipment and to prepare required reports.
7. Must possess ability to make accurate observations and documentation of same in regard to clients' needs and make determinations of risk assessment.
8. Must possess the academic knowledge and skill in promoting therapies and social service work and skills with children and youth and families.
9. Must possess knowledge of child development and the ability to conduct assessments and investigations.
10. Must possess ability to provide structured and unstructured life skills instructions and guidance to clients as needed.
11. Must possess the ability to express empathy and understanding to all clients.
12. Must be able to interact effectively with children and youth, department staff, counselors, attorneys and the courts.
13. Must have some knowledge of the judicial and court system as it relates to child services.
14. Must have transportation available and a willingness to travel for work-related job duties.

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WORKING CONDITIONS:

1. Works indoors in adequate workspace, lighting, temperatures, and ventilation.
2. Works with average indoor exposure to noise, but subject to frequent disruptions and stress.
3. Normal indoor exposure to dust/dirt in office; varies in client's homes.
4. Periodically works beyond normal work hours or on-call or on as-needed basis.
5. Works in conditions of potential outbursts or disruptive behavior of clients.
6. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.

PHYSICAL/MENTAL REQUIREMENTS:

1. Must possess the ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds and occasionally requires lifting child or objects weighing about 30 to 40 lbs.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
8. Must be able to pay close attention to details and concentrate on work.

EQUAL OPPORTUNITY EMPLOYER