

# Job Posting

|                              |                                           |
|------------------------------|-------------------------------------------|
| Organization:                | Tioga County Department of Human Services |
| Job Title / Position Number: | Independent Living Caseworker Assistant   |
| Type Position:               | Full Time                                 |
| Salary Range:                | \$16.15 per hour / \$31,492.50 Salary     |
| Posting Length:              | 15 days                                   |
| Posting Dates:               | 3-19-26- 4-3-26                           |
| Contact Name / Number:       | Stephanie Hansen 570-404-7295             |
| Job Description:             | See Attached Job Description              |

## ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Graduation from high school;

or

Any equivalent combination of experience and training.

2. Approved Additional Special Requirements: None

## HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 4-3-26. Late applications will not be accepted.

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: [Shansen@tiogahsa.org](mailto:Shansen@tiogahsa.org)

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY  
& AFFIRMATIVE ACTION EMPLOYER

# JOB DESCRIPTION

|                                       |                    |                 |
|---------------------------------------|--------------------|-----------------|
| 1. Name of Employee (Last, First, MI) | 2. Employee Number | Position Number |
|---------------------------------------|--------------------|-----------------|

|                      |        |          |              |                   |
|----------------------|--------|----------|--------------|-------------------|
| 3. Department Family | Bureau | Division | Headquarters | Organization Code |
|----------------------|--------|----------|--------------|-------------------|

|                                          |                                                    |            |
|------------------------------------------|----------------------------------------------------|------------|
| 4. Class Title<br>Social Services Aide 1 | Working Title<br>Independent Living Case Assistant | Class Code |
|------------------------------------------|----------------------------------------------------|------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>5. Regular Work Schedule</p> <p>Start Time: <input type="text" value="8:00 am"/> Lunch Length: <input type="text" value=".5 hr"/></p> <p>End Time: <input type="text" value="4:30 pm"/> Hours/Week: <input type="text" value="37.5 hrs"/></p> <p>Staff must be available to work non-traditional hours, meaning hours outside of the standard 8:00 a.m. to 4:30 p.m. workday, as operational needs require</p> <p>Position is:</p> <p><input checked="" type="checkbox"/> Full-Time    <input checked="" type="checkbox"/> Permanent</p> <p><input type="checkbox"/> Part-Time    <input type="checkbox"/> Temporary</p> <p>Reports to:    Name    Class Title</p> <p>Days Worked (check all that apply):</p> <p>S    M    T    W    Th    F    S</p> <p><input type="checkbox"/>    <input checked="" type="checkbox"/>    <input type="checkbox"/></p> | <p>Explain any schedule variations:</p> <p>IL caseworkers often must work after hours due to needing to meet with youth on a schedule that works for them. Throughout the school year while youth are in school during the day, staff must do their home visits often in the evenings.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

**Independent Living Case Assistant**  
**Community Services**

Under the general direction of the Independent Living Supervisor, this person is expected to know what their duties and responsibilities are, complete them, and keep the Supervisor up to date with program needs and completed tasks. The majority of the work is routine and linked to programmatic responsibilities. This position partners with Independent Living Caseworkers to ensure smooth operations and efficiency. Duties are conducted in accordance with all existing policies, procedures, and regulations in accordance with Tioga County Department of Human Services Values.

**Essential Functions:**

- Makes referrals
- Helps establish youth stability
- Schedules and assists with monitoring visits
- Assists youth in transition to independence
- Teaches appropriate social skills and interaction
- Acts as a role model for youth
- Teaches basic skills necessary to operate a household
- Incorporates the PREP program
- Conducts assessments
- Assists with implementing IL plans
- Assists with groups
- Provides supportive feedback
- Helps youth develop assets for daily living
- Attends conferences, retreats and meetings
- Coordinates groups and speakers
- Transports clients
- Completes annual NYTD reporting

- Completes memos
- Assists with data collection and input
- Prepares/maintains documentation

**Education Requirements:**

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Graduation from High School or Any equivalent combination of experience and training

Must have valid PA driver's license and acceptable motor vehicle record check, Act 33 and Act 34 clearances, FBI Fingerprint Clearance, Social Security Card, Immigration and Naturalization (I-9), and Drug Screening Clearance.

**HIPAA Access Level:**

Professional – Individuals with this access level shall have access to the records in their department of clients/consumers with whom the professional has a current relationship, or for whom a professional consultation has been requested. Access to the entire department record by these individuals has been determined to be critical to the continuity of the clients/consumer's care as well as essential to diagnosis, treatment selection, and the health and safety of the client and others.

**JOB DESCRIPTION: SECTION 6 -- Continuation Page**

7. Briefly describe how work is assigned to this position and how the work is reviewed.  
 This position is supervised and monitored by IL Program Supervisor. Supervisor will complete regular supervision with each worker twice a month.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

**CERTIFICATION**

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of \_\_ pages. (count this form as 1 page)

|                                           |                      |               |
|-------------------------------------------|----------------------|---------------|
| Employee's<br>Signature _____             | Class<br>Title _____ | Date<br>_____ |
| Immediate Supervisor's<br>Signature _____ | Class<br>Title _____ | Date<br>_____ |
| Reviewing Officer's<br>Signature _____    | Class<br>Title _____ | Date<br>_____ |

