Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Intake Manager 1
Type Position:	Full Time
Salary Range:	TBD Annual Salary based on experience
Posting Length:	12 days
Posting Dates:	11-19-26 to 11-30-26
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:

Three years of experience in public or private social work which included one year in a public welfare program a

criminal justice, or other related social sciences;

Or

Any equivalent combination of experience and training includes 12 college credits in sociology, social welfare, p

2. Approved Additional Special Requirements: None

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 11-30-26. 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: mcarl@tiogacountypa.us

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

and one year in a supervisory capacity; and a bachelor's degree which includes or is supplemented by 12 college

psychology, gerontology, criminal justice, or other related social sciences.

credits in sociology, social welfare, psychology, gerontology, \

COMMONWEALTH OF PENNSYLVANIA
STD-370 REV. 10-96

JOB DESCRIPTION

1. Name of Employe (Last, First, MI)	2. Employe Number	Position Number
Vacant		

3. Department	Bureau	Division	Headquarters	Organization Code
C&Y				

4. Class Title	Working Title	Class Code
CW Manager I	Intake Manager I	L0627

5. Regular Work Schedule

Start Time:	8am	Lunch Length:	½ hour
End Time:	4:30pm	Hours/Week:	40 hours

EXEMPT

Position is:

X	Full-Time	X	Permanent
	Part-Time		Temporary

Reports to: Name Class Title

Manager II or Director as Assigned.

Days Worked (check all that apply):

S	M	T	W	Th	F	S
	X	X	X	X	X	

Explain any schedule variations:

Exempt

CHILDREN AND YOUTH DEPARTMENT
Casework Manager I

The Children and Youth County Manager I is responsible to the Director of Family Services and/or Manager II as assigned. They assist in the oversite of providing services to children and families open with C&Y. The Manager will provide supportive and administrative supervision to line staff. This position will directly manage assigned units and supervisors.

The County Manager I provides the following essential duties:

- Provides administrative supervision of the assigned unit. This includes direct supervision of staff and supervisors.
- Reviews and analyzes case records to evaluate the quality of case management and service delivery systems.
- Ensure consistent policy application and treatment of employees across the unit.
- Participate in all required meetings.
- Facilitates regular supervision with assigned employees.
- Performs case reviews
- Assists in the preparation of C&Y state planning documents.
- Performs personnel functions, including conducting performance evaluations and in recommendations for interview and hiring, promotion, firing, and time off.
- Facilitates the Departments meetings as needed.
- Participates in case planning and decision-making with supervisory staff, and in the absence of supervisors, direct assistance to workers in this area.
- Assists in the coordination and management of local responses to state mandates for C&Y.
- Responsible for program compliance of case records and documentation.
- Assists in the processing of accurate state requested reports concerning the department, upon the Director's request.
- Participates in local state mandated committees and task forces.
- Other duties as assigned.

Essential functions include but are not limited to the following:

- Knowledge of current case management and social work principles and practices.
- Knowledge of individual and group behavior and the inter-relationship between social, economic, psychological factors.
- Knowledge of principles and methods of program interpretation.
- Knowledge of principles of supervision, organization and administration, and of methods and techniques of staff training.
- Ability to plan, organize, direct and coordinate a social services program.
- Ability to function independently
- Ability to think critically and act decisively.
- Ability to provide technical direction, supervision, and coordination of the work of professional and nonprofessional personnel.
- Ability to analyze and evaluate case records.
- Ability to orient and instruct subordinates on laws, regulations, rules, policies, and procedures.
- Ability to establish and maintain effective working relationships with those receiving program services, staff, community organizations, provider agencies and the general public.
- Ability to make clear and pertinent statements, both orally and in writing.

Minimum Experience and Training:

Three years of experience in public or private social work which included one year in a public welfare program and one year in a supervisory capacity; and a bachelor's degree which includes or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences;

Or

Any equivalent combination of experience and training includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

HIPAA Access Level:

Middle Management – Individuals with this access level usually receive PHI related to operations of their specific department that has been aggregated and summarized for management decision making. Information sources may include quality improvement activities, credentialing and licensing, auditing, business planning for cost management and volume projection, analysis, and others. Middle Managers have access to all client/consumer records in their entire department to monitor and evaluate diagnosis, treatment and client outcomes.

7. Briefly describe how work is assigned to this position and how the work is reviewed.
   - This manager will work with 3 to 4 units and supervisors.

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 2 pages. (count this form as 1 page)

Employee's Signature		Class Title		Date	
Immediate Supervisor's Signature		Class Title		Date	
Reviewing Officer's Signature		Class Title		Date	6/8/2016