

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	ACE Caseworker
Type Position:	Full Time with benefits
Salary Range:	TBD
Posting Length:	4 days
Posting Dates:	3-17-26 to 3-20-26
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:

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;
or

Two years of experience as a County Social Services Aide 3 and two years of college level course work which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences;
or

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

2. Approved Additional Special Requirements: None

3. Valid Driver's License

HOW TO APPLY -- ALL CANDIDATES

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: 1873 Shumway Hill Road Wellsboro PA 16901 : Attention Steph:

Applications can also be emailed to: Shansen@tiogahsa.org

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

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JOB DESCRIPTION

1. Name of Employee (Last, First, MI)		2. Employee Number	Position Number				
3. Department Community Services	Bureau	Division	Headquarters Organization Code				
4. Class Title Caseworker		Working Title ACE Program Caseworker	Class Code				
5. Regular Work Schedule (September-May), Monday-Thursday		Position is:					
Start Time: <input type="text" value="8 a.m."/>	Lunch Length: <input type="text" value=".5"/>	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent				
End Time: <input type="text" value="4 p.m."/>	Hours/Week: <input type="text" value="37.5"/>	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary				
Days Worked (check all that apply):		Reports to: ACE Program Supervisor Class Title					
S	M	T	W	Th	F	S	Explain any schedule variations: End of season incentive trips may require staff to work some weekend hours and overnights.
	X	X	X	X	X		

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.

Adventure Challenge Experience Program Caseworker Community Services

The Adventure Challenge Experience program serves youth ages 10-17 struggling with chronic behavioral or mental health concerns, youth struggling with low self-esteem, youth in need of community support, and youth who would benefit from additional supervision. The program seeks to promote pro-social opportunities for children living through varying levels of adversity while providing engaging experiences in a safe, caring environments with adults who are attuned to their needs. After-School program includes a period of academic support followed by a short drug and alcohol prevention curriculum and an hour to an hour and a half of strategic programming. Summer programming includes various incentives including dirt bike riding, fishing, hiking, swimming, boating, ropes course experiences, gardening, and all kinds of hands-on games and team building.

Major Functions: Under the general direction of the ACE Supervisor, this person provides intensive programming for children and families to receive active, educational, and supportive services to improve life and build social and emotional regulation skills in participating youth through the use of targeted goal setting and coaching. Emphasis is placed on health and/or safety concerns for families receiving Children and Youth Services. The ACE Caseworker works with the child to offer support and coaching on goals relevant to problematic behavioral patterns youth is displaying at home, school, or in the community in order to offer youth opportunities to gain strategies that serve their overall health, well-being and ability to achieve success. Duties are conducted in accordance with all existing policies, procedures and regulations and in accord with the Mission and Values of the organization.

Essential Functions of the ACE Caseworker includes but is not limited to the following:

- Completes all necessary training
- Provides supervision of program youth
- Supports dirtbike, wilderness, and ropes course programming
- Monitors youth behavioral contracts
- Administers immediate first aid as needed
- Develops youth contracts
- Maintains face to face contacts

- Completes intake and assessment forms
- Develops Youth Service Plans for all participants outlining specific goals and objectives
- Makes referrals
- Attends and testifies in court as needed
- Provides caseworker and supportive counseling to youth
- Advocates for youth needs
- Completes case notes
- Coordinates with the school on behavioral and academic concerns
- Corresponds with Children and Youth referring workers and offer updates on youth progress
- Communicate with parent about each youth coaching session
- Collaborate with schools and parents for youth success
- Builds supportive mentor-style relationships with youth
- Provides transportation to and from program
- Reports progress updates of youth to program coordinators and supervisor
- Acts as a positive role model for program youth

Equipment and/or machines used in the performance of the above duties:

Automobile
 Personal Computer/Keyboard and related software
 Photocopier
 Fax Machine
 Shredder
 Standard small office equipment (stapler, scissors, etc.)
 Calculator
 Telephone

Personal Characteristics:

Servant Leadership
 Kind
 Team Builder
 Curious
 Honest
 Independent
 Ethical
 Active Listener
 Embodies TCHDS staff values
 Trustworthy
 Passionate
 Motivated
 Life-long Learner
 Adaptable
 Innovative

Education and Experience:

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;

or

Two years of experience as a County Social Services Aide 3 and two years of college level course work

which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences;

or

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

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.

7. Briefly describe how work is assigned to this position and how the work is reviewed.
This position is supervised and monitored by ACE Program Supervisor in collaboration with assigned ACE staff coordinator. Staff meetings will be held weekly which all summer staff will be expected to participate in and report on youth observations.

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 Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

