

# Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	C&Y Caseworker Assistant 1 / 80006968
Type Position:	Full Time
Salary Range:	\$16.65 per hour / \$32,467.50
Posting Length:	26 days
Posting Dates:	5-5-26 to 6-1-26
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 6-1-26. 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



Name: \_\_\_\_\_

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

- Assist with getting updated pictures of children.
- Assist Supervisors with end of the month reports; run on-call, closures and intake reports monthly.
- Filing, shredding; routinely.
- Initialize paperwork for adoptions.
- Audit adoption file to be sealed.
- Assist with taking intakes/CAFs when in the office.
- Any other duties as assigned.

**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.

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 _____

