

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Family Finding Caseworker
Type Position:	Full Time with benefits
Salary Range:	18.00/ \$35,100
Posting Length:	15 days
Posting Dates:	2-26-26 to 3-13-26
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

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)	2. Employee Number	Position Number
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3. Department Family	Bureau	Division	Headquarters	Organization Code
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4. Class Title Caseworker 1	Working Title Family Finding Case Worker	Class Code
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<p>5. Regular Work Schedule</p> <p>Start Time: <input type="text" value="8:00 a.m."/> Lunch Length: <input type="text" value=".5"/></p> <p>End Time: <input type="text" value="4:00 p.m."/> Hours/Week: <input type="text" value="37.5"/></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>Days Worked (check all that apply):</p> <table style="width:100%"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table>	S	M	T	W	Th	F	S		X	X	X	X	X		<p>Position is:</p> <table style="width:100%"> <tr> <td><input checked="" type="checkbox"/> Full-Time</td> <td><input checked="" type="checkbox"/> Permanent</td> </tr> <tr> <td><input type="checkbox"/> Part-Time</td> <td><input type="checkbox"/> Temporary</td> </tr> </table> <p>Reports to: Name _____ Class Title _____</p> <p>Explain any schedule variations:</p>	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary
S	M	T	W	Th	F	S													
	X	X	X	X	X														
<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent																		
<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary																		

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.

Family Finding Case Worker

Description: The Family Finding Caseworker serves as a strategic link in identifying and nurturing a child’s support system, including extended family and individuals external to the family. This Caseworker leads the critical mission securing lifelong permanency for children within the welfare system through comprehensive case mining, diligent relative searches, and proactive community outreach. This role bridges the gap between identification and engagement by meticulously maintaining case records and facilitating collaborative meetings. By preparing an extensive family tree and vital court documentation we can ensure every child achieves emotional, physical, and legal stability through the process of reunification, kinship care, or guardianship. Work hours will at times require evenings, and on occasion a weekend, to accommodate client schedules.

Essential Functions of the Family Finding Case Worker include but are not limited to the following:

- Utilize databases, case records, social media, community resources, and collateral contacts to locate family connections
- Complete diligent searches and case mining.
- Continuous engagement and outreach through the life of a case
- Assist families in building their family tree
- Support development of permanent connections for youth; this includes adoption, guardianship, or lifelong relational supports.
- Meet with families to plan and organize family meetings.
- Interview youth to identify supportive adults and lifelong connections
- Facilitate family meetings, team meetings, and concurrent planning meetings.
- Prepares documents for family meetings and maintains case records
- Prepare court documents relating to the Family Engagement Initiative
- Document all search efforts, contacts, and outcomes in the case management system.
- Notify relatives of a child’s placement in accordance with state and federal requirements.
- Maintain ongoing communication with identified family members to build and strengthen relationships.
- Collaborate with Family Services caseworkers, supervisors, legal representatives, and service providers to support a child’s permanency goals.
- Ensure compliance with agency policy, state regulations, and federal child welfare laws.
- Maintain confidentiality and professional boundaries at all times
- Attends required training
- All other duties assigned.

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

Automobile
Computer/Keyboard and related software
Photocopier/ scanner and printer
Fax Machine
Shredder
Standard small office equipment (stapler, scissors, etc.)
Calculator
Cell phone

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.)

NA

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 _____

