

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Truancy Caseworker
Type Position:	Full Time with benefits
Salary Range:	18.80 an hour/ \$39,104 Salary
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:

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

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

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

- Provide referrals and assist families in accessing and utilizing formal services and informal support networks.

Supervision and Professional Development

- Meet weekly with the Children and Youth Supervisor to review case progress, address barriers, and determine case outcomes.
- Collaborate with the supervisor to learn and apply outcome determination procedures.
- Complete all required trainings and maintain necessary certifications relevant to the position.

Mandated Reporting Responsibilities

- Identify and immediately refer alleged cases of child abuse or neglect to Children and Youth Services and ChildLine, in accordance with mandated reporter laws and agency policy.

Knowledge, Skills, and Abilities

- Knowledge of truancy intervention, child welfare principles, and family systems.
- Ability to conduct safety assessments and comprehensive case evaluations.
- Strong organizational, documentation, and time-management skills to meet mandated timelines.
- Effective verbal and written communication skills, including the ability to provide court testimony.
- Ability to work independently and collaboratively within a multidisciplinary team.
- Proficiency or ability to learn CAPS or similar case management systems.

Working Conditions

- Regular travel to homes, schools, courts, and community locations.
- Significant interaction with children, families, school personnel, and legal professionals.

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.

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