

# Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Screening Caseworker
Type Position:	Full Time with benefits
Salary Range:	\$17.80
Posting Length:	14 days
Posting Dates:	9/18/2025 to 10/2/2025
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 10/2/2025. 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: Stephanie Hansen, 1873 Shumway Hill Road 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

# JOB DESCRIPTION

1. Name of Employee (Last, First, MI)				2. Employee Number		Position Number															
3. Department Family		Bureau		Division		Headquarters															
						Organization Code															
4. Class Title Screening Caseworker				Working Title			Class Code														
5. Regular Work Schedule Start Time: <input type="text" value="8:00 am"/> Lunch Length: <input type="text" value="1 hr"/> End Time: <input type="text" value="4:30 pm"/> Hours/Week: <input type="text" value="37.5 hrs"/>				Position is: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary																	
Days Worked (check all that apply): <table border="1"> <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		Reports to: Name _____ Class Title _____  Explain any schedule variations: _____			
S	M	T	W	Th	F	S															
	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.

## FAMILY SERVICES Screening Caseworker

The Family Services Screening Caseworker is responsible to Screening Supervisor and will receive and transmit information and referrals for programs such as Mental Health, Intellectual Disabilities, Early Intervention, Drug and Alcohol and Children and Youth. The position will be available for face to face and telephone referrals coming into the Department of Human Services and in specific court hearings regarding services listed above. Duties are conducted in accordance with all existing policies, procedures and regulations and in accord with the Mission and Values of the Department of Human Services.

The required essential functions are:

- Performs quality assurance functions
- Performs internal audits
- Monitors policy/regulatory compliance
- Completes intake paperwork
- Conducts screening/assessments
- Responds to information and referral calls
- Assists individuals in completing applications
- Completes the Basic Assessment Forms
- Completes casenotes
- Makes Referrals
- Authorizes funding
- Conducts follow up phone calls and research
- Monitors CAPS and CWIS systems
- Evaluates reports of client abuse and neglect
- Participates in trainings
- Attends Staff Meetings
- Participates in workshops/seminars/conferences
- Participates in continuing educational courses
- Collects/reports statistical data
- Assists in expunging of records
- Assures CPS intakes are entered timely
- Completes Courtesy Home Visits
- Assists with Family Finding efforts

Working Conditions:

Prolonged periods working on a computer in an open office environment, comfortable communicating through virtual technology, and travel throughout the assigned region may occur and may be in adverse weather conditions, must be able to lift up to 75 pounds.

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 _____

