

# Job Posting

|                              |   |
|------------------------------|---|
| Organization:                | Tioga County Department of Human Services     |
| Job Title / Position Number: | Foster Care Caseworker Assistant 1 / 80006964 |
| Type Position:               | Full Time                                     |
| Salary Range:                | \$16.15 per hour / 33,592.00                  |
| Posting Length:              | 15 days                                       |
| Posting Dates:               | 12-16-25 to 12-31-25                          |
| 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 12/31/2025. 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: 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

## JOB DESCRIPTION

|   |   |        |   |   |   |                 |                   |    |   |   |  |   |   |   |   |   |  |                                  |  |  |  |
|---|---|--------|---|---|---|-----------------|-------------------|----|---|---|--|---|---|---|---|---|--|----------------------------------|--|--|--|
| 1. Name of Employee (Last, First, MI)   |   |        |   | 2. Employee Number  |   | Position Number |                   |    |   |   |  |   |   |   |   |   |  |                                  |  |  |  |
| 3. Department<br>Family   |   | Bureau |   | Division  |   | Headquarters    | Organization Code |    |   |   |  |   |   |   |   |   |  |                                  |  |  |  |
| 4. Class Title<br>Social Services Aide 1  |   |        |   | Working Title<br>Foster Care Caseworker Assistant   |   |                 | Class Code        |    |   |   |  |   |   |   |   |   |  |                                  |  |  |  |
| 5. Regular Work Schedule<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Start Time: <div style="border: 1px solid black; padding: 2px 10px;">8:00 am</div></div><div>Lunch Length: <div style="border: 1px solid black; padding: 2px 10px;">.5 hr</div></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>End Time: <div style="border: 1px solid black; padding: 2px 10px;">4:30 pm</div></div><div>Hours/Week: <div style="border: 1px solid black; padding: 2px 10px;">40 hrs</div></div></div>  |   |        |   | Position is:<br><div style="display: flex; justify-content: space-around; margin-top: 10px;"><div><div style="border: 1px solid black; padding: 2px 5px; text-align: center;">X</div>Full-Time</div><div><div style="border: 1px solid black; padding: 2px 5px; text-align: center;">X</div>Permanent</div></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div><div style="border: 1px solid black; padding: 2px 5px; text-align: center;"> </div>Part-Time</div><div><div style="border: 1px solid black; padding: 2px 5px; text-align: center;"> </div>Temporary</div></div> <div style="margin-top: 10px;">Reports to:      Name                      Class Title</div> |   |                 |                   |    |   |   |  |   |   |   |   |   |  |                                  |  |  |  |
| Days Worked (check all that apply):<br><table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><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 |  | 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.<br><div style="text-align: center; margin-top: 10px;"><b>Foster Care Caseworker Assistant</b><br/><b>Social Services Aide 1</b></div> <p>The Family Services Foster Care Caseworker Assistant is responsible to a Placement Liaison and/or Foster Care Supervisor. The Foster Care Caseworker Assistant will perform activities on behalf and in support of the Foster Care Program including but not limited to maintaining case records, meeting with families to obtain pertinent information and documents, preparing Home Study related documents, transporting clients and any other activities related to the Foster Care Program.</p> <p>The Foster Care Caseworker Assistant is responsible for fulfilling the following duties:</p> <ul style="list-style-type: none"><li>Assist in promotion of the Foster Care Program for interested families and the Community.</li><li>Assist as required with applications for the Program.</li><li>Meet with families as needed in the Foster Care Program.</li><li>Work with referred families to obtain pertinent information for Home Studies.</li><li>Prepare Foster Care Program related documents.</li><li>Maintain Foster Care Program files. This includes filing, assuring that the file meets all regulatory requirements.</li><li>Assist families/clients in completing necessary paperwork.</li><li>Attend court hearings at the courthouse to provide supervision and support to families and children, as required.</li><li>Provide assistance with placement referrals</li><li>Provide transportation for clients as needed.</li><li>Provide supervised visitation as needed.</li><li>Assist at Foster Care Program meetings and trainings as necessary.</li><li>Assist with other activities related to the Foster Care Program.</li><li>Demonstrate proficiency and safety in the operation of office equipment.</li><li>Demonstrate tact, diplomacy, and professionalism in relationship to duties as a Foster Care Assistant.</li><li>Attend required training to develop program knowledge and skills.</li><li>Any other duties as assigned.</li></ul> <p><b>HIPAA Access Level:</b><br/>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.</p> |   |        |   |   |   |                 |                   |    |   |   |  |   |   |   |   |   |  |                                  |  |  |  |

Name:

JOB DESCRIPTION: SECTION 6 -- Continuation Page

7. Briefly describe how work is assigned to this position and how the work is reviewed.

This position answers directly to the Placement Liaison and/or Foster Care Supervisor. The majority of the work is routine and linked to programmatic responsibilities. The position functions in a relatively independent manner, the incumbent is expected to know what their duties/responsibilities are, complete them, and keep the Supervisor apprised. Any deviations from routine tasks are discussed with the Supervisor before action is taken. Work will be reviewed during weekly supervisory meetings as well as an on-going basis.

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<br>Signature _____             | Class<br>Title _____ | Date<br>_____ |
| Immediate Supervisor's<br>Signature _____ | Class<br>Title _____ | Date<br>_____ |
| Reviewing Officer's<br>Signature _____    | Class<br>Title _____ | Date<br>_____ |

