Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	C&Y Caseworker Assistant Coordinator
Type Position:	Full Time with benefits
Salary Range:	17.50 an hour / $34,125 Salary
Posting Length:	21 days
Posting Dates:	10-27-26 to 11-17-26
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:

One year as a County Social Services Aide 2;
Or
Graduation from high school. Or its equivalency, and three years of experience in public contact work in a human services agency which included one year of experience in interviewing and obtaining information;
or
An Associate's Degree in Sociology, Social Welfare, Psychology, Gerontology, Criminal Justice or other related Social Sciences, and one year of experience in a human services agency;
Or
Any equivalent combination of experience and training.

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 11-17-26. 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

COMMONWEALTH OF PENNSYLVANIA
STD-370 REV. 10-96

JOB DESCRIPTION

1. Name of Employe (Last, First, MI)	2. Employe Number	Position Number

3. Department	Bureau	Division	Headquarters	Organization Code
Family				

4. Class Title	Working Title	Class Code
Social Service Aide 3	C&Y Caseworker Assistant Coordinator	

5. Regular Work Schedule

Start Time:	8:00 am	Lunch Length:	.5 hr
End Time:	4:00 pm	Hours/Week:	37.5 hrs

Position is:

X	Full-Time	X	Permanent
	Part-Time		Temporary

Reports to: Name Class Title

Supervisor as assigned

Days Worked (check all that apply):

S	M	T	W	Th	F	S
	X	X	X	X	X	

Explain any schedule variations:

Expectations for availability beyond traditional business hours.

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.

C&Y Caseworker Assistant Coordinator

The C&Y Caseworker Assistant Coordinator is responsible to a County Casework Manager and works in close contact with Caseworker Assistants and Caseworkers regarding daily assignment of activities. The C&Y Caseworker Assistant Coordinator will oversee activities on behalf and in support of the Caseworker including but not limited to maintaining case records, preparing client related documents and transporting clients. The Caseworker Assistant Coordinator is a working supervisory position and will manage Caseworker Assistant schedules and duties.

<u>The C&Y Caseworker Assistant is responsible for, but not limited to, the flowing duties:</u>

- Assist the Caseworkers in providing services to families whose members are receiving mental health, intellectual disabilities, drug and alcohol, and/or child welfare services.
- Assist in the maintenance of the case record. This will include filing, assuring that case records meet all Federal, State and Agency regulations/requirements, and providing feedback to the worker on record status.
- Assist families/clients in completing necessary paperwork to access services (i.e. Maternal Health, ChiPs Applications, CAO paperwork, liability studies).
- Collect and report the statistical data concerning individuals/families on assigned cases according to Agency protocol requests or requirements.
- Transports and supervises visits with children in out of home placements with their parents.
- Assist families in getting housing, Blue Chip forms, MA Forms, Social Security, EMTA, referrals for various programs and consents signed. Assist clients who request it in completing necessary forms and/or transport to SS office if necessary.
- Assist in obtaining birth certificates and Social Security Cards
- Complete interstate paperwork for placement of children in our custody in other states.
- Assist Caseworker with double teaming a home visit or transport/removing children and placing them in Foster Care.
- Assist families/children with arranging various appointments (eye, dental, and medical) and/or transporting them there.
- Assist Caseworker in scheduling appointments for home/office visits (locate clients, obtain correct address/directions)
- Assist in obtaining any records needed; i.e. school, medical.
- Make extra home visits for caseworker; especially in moderate to high risk cases.
- Assist with Holiday donations/deliveries to families as needed.
- Assist all units with audits.
- Demonstrate proficiency and safety in the operation of office equipment.
- Demonstrate tact, diplomacy, and professionalism in relationship to duties as a C&Y Caseworker Assistant.
- Attend required training to develop program knowledge and skills.
- Assist Caseworkers with monthly loop visits.

- Manage schedules and duties of Caseworker Assistants.

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.

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or

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or

Any equivalent combination of experience and training.

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	