

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Foster Care Caseworker 1
Type Position:	Full Time
Salary Range:	\$17.80 per hour
Posting Length:	15 days
Posting Dates:	10/17/2025 to 10/31/25 or until filled
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

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 8/28/2025. 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

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 Services

Bureau

Division

Headquarters

Organization Code

4. Class Title
Caseworker 1

Working Title
Foster Care Program Caseworker

Class Code

5. Regular Work Schedule

Start Time:

8:00 am

Lunch Length:

.5 hr

End Time:

4:30 pm

Hours/Week:

40 hrs

Position is:

☒

Full-Time

☒

Permanent

Part-Time

Temporary

Reports to:

Name

Class Title

Placement Liaison

Days Worked (check all that apply):

S

M

T

W

Th

F

S

X

X

X

X

X

X

Explain any schedule variations:

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.

Caseworker 1 Foster Care Program Worker

The Foster Care Program Worker will answer directly to the Children and Youth Placement Liaison (Children and Youth program specialist). This individual will be the primary contact for Caseworkers regarding the placement of children in foster homes. He/she will work directly with the Caseworkers and Foster Family to ensure quality care for children in placement. The objective of this position will be to assist in reducing the length of time in out of home placements and to limit the number of placement disruptions while in out of home placement. The majority of this individual's time will be spent in the field visiting/monitoring/coordinating foster homes and children in foster care placement on a continuous basis.

Duties and Responsibilities include but are not limited to:

- Assist in the admission, discharge and referral process for children in placement. This can include obtaining the required regulatory and Agency information on the child.
- Assist in locating an appropriate foster home.
- Ensure all medical appointments are made and kept for each child in care. Get necessary documentation for the file.
- Ensure caseworker and parents are made aware of medical appointments.
- Ensure all services identified in the Child's Permanency Plan regarding foster care placement needs are met. This may include scheduling medical appointment, arranging transportation to appointments, acting as a liaison for the assigned Caseworker and/or supervising visits between the natural family and the child.
- Work with the foster families on issues encountered with the placement and assist in resolving those issues to maintain the placement if appropriate.
- Be available for on-call staff regarding the placement of the child after hours.
- Provide court testimony when necessary.
- Assist with the training and monitoring of foster families.
- Monitor the physical and emotional adjustment of the child in placement.
- Assess safety of children in placement setting.
- Recruitment of new homes through community outreach.
- Make referrals to outside agencies when county homes are not available.
- Visit children in care out county every 6 months per regulation.
- Complete 3 pre-adopt visits and assist in completing adoption paperwork.
- Complete memos for Emergency Caregiver payments
- Attend meetings, as needed, to support foster parents.

- Attend trainings involving children in care and ways to support them.
- Provide information on training opportunities to foster parents.
- Plan activities to promote foster care during National Foster Care month.
- Complete clothing/belonging inventory at admission and discharge.
- Complete memo to request clothing if needed.
- Assist in watching children during court hearings.
- Complete memo and request for birth certificates when children enter care.
- Make referrals for services needed in the foster home.
- Help foster parents complete Title 20 paperwork.
- Attend weekly conference with Supervisor.
- Prepare and submit monthly activity reports to Supervisor.
- Maintain files on Foster Parents per DPW Regulations.
- Any other duties as assigned by the Department Director.

Essential Functions include but are not limited to:

- Ability to interview and secure pertinent information.
- Ability to plan and organize work, prepare adequate records and reports, and learn to set priorities.
- Ability to communicate effectively and establish and maintain positive working relationships.

Name:

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- Ability to learn, interpret, and apply relevant laws, regulations and policies governing services.
- Ability to learn how to effectively interact with individuals and families.

HIPAA Access Level:

Individuals with this access level shall have access to the necessary recent diagnostic, treatment and outcomes information within their program required to carry out the directions of the professional with whom they work in client/consumer care. Access to PHI shall be limited to their role with their client/consumer's treatment.

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

- Personal Computer/Keyboard and related software
- Standard, Switchboard, TTD, Cyacom Telephone Systems
- Cellular Telephone
- Photocopier
- Fax Machine
- Shredder
- Standard small office equipment (stapler, scissors, etc.)
- Postage Machine
- Automobile

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

This position answers directly to the C&Y Program Specialist. 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.

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 _____

