

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Independent Living Supervisor
Type Position:	Full Time
Salary Range:	TBD Annual Salary based on experience
Posting Length:	14 days
Posting Dates:	3-30-26-4-13-26
Contact Name / Number:	Stephanie Hansen 570-404-7295, Casey Zuchowski (570) 723-8205, Marlo Carl (570) 723-8204
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:

Two years of professional experience in public or private social work and a bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, criminal justice, or other related 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.

2. Approved Additional Special Requirements: None

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 4-13-26. 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 or mcarl@tiogacountypa.us

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
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3. Department Family	Bureau	Division	Headquarters	Organization Code
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4. Class Title Supervisor	Working Title Independent Living Supervisor	Class Code
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<p>5. Regular Work Schedule (September-May), Monday-Thursday</p> <p>Start Time: <input type="text"/> Lunch Length: <input type="text"/></p> <p>End Time: <input type="text"/> Hours/Week: <input type="text"/></p> <p>Days Worked (check all that apply):</p> <table border="1" style="width: 100%; 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		<p>Position is:</p> <table style="width: 100%;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> Full-Time</td> <td style="text-align: center;"><input checked="" type="checkbox"/> Permanent</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Part-Time</td> <td style="text-align: center;"><input type="checkbox"/> Temporary</td> </tr> </table> <p>Reports to: Program Supervisor Class Title</p> <p>Explain any schedule variations:</p> <p>IL Supervisor must sometimes work after hours due to needing to meet with youth on a schedule that works for them. Throughout the school year while youth are in school during the day, staff must do their home visits often in the evenings to accommodate for youth schedules.</p>	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary
S	M	T	W	Th	F	S													
	X	X	X	X	X														
<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent																		
<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary																		

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.

Independent Living Supervisor Community Services

The Independent Living program is a transitional program offered to youth ages 14 to 23, who have been in the foster care system for at least one day on or after their 14th birthday. This client-centered program aims to improve the transition of youth to adulthood by focusing on the unique needs of the individual. Participants are supported through IL case management in accessing services and supports identified through self-assessment and goals laid out in their Independent Living plan. IL staff specialize in being strength-based with adolescents, while holding them accountable to thinking about, preparing, and planning for their future. They put special attention on building relationships with the children on their caseload that are supportive and encourage open and honest sharing in both directions. They seek not only to help youth with meeting practical needs, but cultivating a secure and robust sense of self where participants know they are valued for who they are.

Major Functions: Each child referred to the program is assigned an IL program case manager who meets with the child on a regular basis to complete objectives relevant to the goals outlined in their IL plan. All skills staff work on with youth are aimed at supporting to resource the youth for greater independence and self-reliance in the future while meeting them where they are, within themselves. This often includes working on self-esteem and self-confidence as well as encouraging positive pro-social development. Staff also assist guardians and families in supporting their child toward greater independence and advising on strategies to support while updating them on youth progress through regular Transfer of Learning visits in the home. IL Supervisor administrates all aspects of the Independent Living program, completing regular supervisor of staff and cases, approving all youth service plans and documentation, completing staff hiring, providing staff feedback and training, dispersing all referrals, and completing all necessary tracking for the program.

Essential Functions of the IL Caseworker includes but is not limited to the following:

- Assists with/initiates referrals
- Approves all youth service plans and transition plans
- Completes bi-weekly supervision with each team member
- Ensures youth visits are scheduled by the 10th of the month
- Works in individual/group settings
- Prepares and approves court documents

- Attends hearings and attorney meetings as requested
- Facilitates monthly staff meeting
- Assists with transportation needs
- Schedules monitoring visits
- Assists youth in transition to independence
- Teachers appropriate social skills and interaction
- Completes regular observation of staff in the field monthly
- Carries a small case load of IL youth
- Attends agency meetings as needed
- Ensures all staff case notes and documentation is completed to standard
- Conducts assessments
- Assists with obtaining photo identification, birth certificates, and social security cards
- Assists with self-esteem groups
- Provides supportive feedback and engagement
- Hosts educational groups and professional speakers
- Completes all necessary tracking for the program
- Ensures program is prepared for annual audit and site visit
- Assists with data collection and input
- Maintain and submit supporting documentation as required by grant guidelines
- Prepares reports, maintenance requests, and relevant letters
- Assists with requisitions
- Collaborates with youth case management and other service providers
- Offers regular updates to referring sources for ongoing partnership

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

Automobile
 Personal Computer/Keyboard and related software
 Photocopier
 Fax Machine
 Shredder
 Standard small office equipment (stapler, scissors, etc.)
 Calculator
 Telephone

Personal Characteristics:

Servant Leadership
 Kind
 Team Builder
 Curious
 Honest
 Independent
 Ethical
 Active Listener
 Embodies TCHDS staff values
 Trustworthy
 Passionate
 Motivated
 Life-long Learner
 Adaptable
 Innovative

Education and Experience:

Two years of professional experience in public or private social work and a bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, criminal justice, or other related 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.

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.
This position is supervised and monitored by Youth Programs Manager. IL Supervisor will report to the Youth Programs Manager twice monthly.

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 _____

