

Job Posting

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| Organization: | Tioga County Department of Human Services |
| Job Title / Position Number: | Family Finding Supervisor |
| Type Position: | Full Time |
| Salary Range: | \$44,000- \$46,000 Annual Salary based on experience |
| Posting Length: | 14 days |
| Posting Dates: | 3-2-26 to 3-16-26 |
| 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:

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 3-16-26. 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

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 | Working Title Family Finding Supervisor | Class Code |
|----------------|--|------------|

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|--|---|---|---|----|----|---|---|--|---|---|---|---|---|--|---|---|---|------------------------------------|------------------------------------|
| <p>5. Regular Work Schedule</p> <p>Start Time: <input type="text" value="8:00 a.m."/> Lunch Length: <input type="text" value=".5"/></p> <p>End Time: <input type="text" value="4:30 p.m."/> Hours/Week: <input type="text" value="40"/></p> <p>Staff must be available to work non-traditional hours, meaning hours outside of the standard 8:00 a.m. to 4:30 p.m. workday, as operational needs require</p> <p>Days Worked (check all that apply):</p> <table style="width:100%"> <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><input checked="" type="checkbox"/> Full-Time</td> <td><input checked="" type="checkbox"/> Permanent</td> </tr> <tr> <td><input type="checkbox"/> Part-Time</td> <td><input type="checkbox"/> Temporary</td> </tr> </table> <p>Reports to: Name Class Title</p> <p>Explain any schedule variations:</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.

Family Finding Supervisor

Description: The Family Finding Supervisor is responsible for the oversight and operation of Tioga County C&Y Family Finding Unit. The FF Supervisor is responsible for monitoring the FF caseworkers and ensure they provide high quality services and engagement with families identified for the service. This person will ensure compliance through ongoing monitoring of job performance, compliance monitoring calls and case records, as well as planning, implementing, monitoring, and evaluating program outcomes. The role of the FF Supervisor is to monitor improving the gap between identification of supports and ongoing engagement. The FF Supervisor plays an important role with the Court by managing and monitoring ongoing efforts in engagement for vital court documentation to ensure that every child achieves emotional, physical, and legal stability through the process of obtaining permanency. Work hours will at times require evenings, and on occasion a weekend, to accommodate client schedules.

Essential Functions of the Family Finding Supervisor include but are not limited to the following:

- Monitors Family Finding referrals and closures
- Manages the process of opening and assigning new cases and ensures initial paperwork requirements are met.
- Works closely with C&Y case management supervisors to maintain constant communication for a better service outcome.
- Oversees file management for all cases including inclusion of all required documents.
- Maintains all tracking of case progress obtained from FF Caseworker documentation.
- Monitors and approves FF documents required for court hearings.
- Participates in monthly group supervisions and collaborative meetings for the purpose of caseworker discussions, problem solving, training, and building teamwork within the department.
- Accompanies the FF Caseworkers on interviews as needed to address family or workers concerns and other issues.
- Assists with developing the family support system with the FF Caseworker.
- Maintains an administrative role within the Accurint system and completes searches on a regular basis and as requested.
- Approve court documents relating to the Family Engagement Initiative
- Collaborate with Family Services caseworkers, supervisors, legal representatives, and service providers to support a child’s permanency goals.
- Ensure compliance with agency policy, state regulations, and federal child welfare laws.
- Maintain confidentiality and professional boundaries at all times
- Participates in staff and supervisory meetings as scheduled.
- Participates in preparation for C&Y annual audit.
- Attends required trainings
- All other duties assigned.

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

Automobile
Computer/Keyboard and related software
Photocopier/ scanner and printer
Fax Machine
Shredder
Standard small office equipment (stapler, scissors, etc.)
Calculator
Cell phone

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.)

Work is assigned based on incoming referrals and the demands of each case. Cases are distributed according to urgency, complexity, and staff availability to ensure timely response and appropriate service delivery. Consideration is given to individual workload, experience level, and the specific needs of the child and family when making assignments. Work is reviewed through regular supervision meetings, case reviews, and ongoing monitoring of documentation and compliance requirements. Files are reviewed to ensure adherence to agency policy, state regulations, and timelines. Feedback is provided consistently, and additional guidance or training is offered as needed to support quality practice and positive outcomes

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 _____ | Class _____ | _____ |

Signature _____

Title _____

Date _____

Reviewing Officer's
Signature _____

Class
Title _____

Date _____

