

# Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Truancy Caseworker
Type Position:	Full Time with benefits
Salary Range:	18.80 an hour/ \$39,104 Salary
Posting Length:	28 days
Posting Dates:	6-9-26 to 7-9-26
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:

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

3. Valid Driver's License

## HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 7-7-26. 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](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
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3. Department Family	Bureau	Division	Headquarters	Organization Code
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4. Class Title Caseworker 1	Working Title Truancy Caseworker	Class Code
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<p>5. Regular Work Schedule</p> <p>Start Time: <input type="text" value="8:00 am"/> Lunch Length: <input type="text" value=".5 hr"/>          End Time: <input type="text" value="4:30 pm"/> Hours/Week: <input type="text" value="40 hrs"/></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%; 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"/></td> <td>Full-Time</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Permanent</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Part-Time</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>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.

**Truancy Caseworker position job summary:**  
 Under the general direction of the Children and Youth Supervisor, the Truancy Caseworker provides intensive, supportive services designed to improve school attendance among children and youth. This position delivers active, educational, and family-centered programming and works collaboratively with families, schools, probation, and the courts to address barriers to attendance. All services are delivered in accordance with agency policies, procedures, regulatory requirements, mandated timelines, and the Mission and Values of the Agency.

- Essential Duties and Responsibilities**
- Casework and Family Services**
- Provide casework services and supportive guidance to children and families receiving truancy services.
  - Conduct face-to-face interviews, intakes, and assessments with children and families.
  - Identify individual, family, and environmental needs while recognizing strengths and available resources.
  - Maintain regular, face-to-face contact with each child receiving services.
  - Monitor individual and family functioning and progress toward identified goals.
  - Assist individuals and families in achieving service plan goals and objectives.
  - Assist in providing educational programming focused on pro-social skills development.
- Intake, Assessment, and Timelines**
- Maintain a 10-day response time for all reported truancy cases.
  - Treat each truancy referral as an intake requiring a safety assessment completed during a face-to-face visit with the family.
  - Complete the full intake packet, including household demographics, grievance information, letter of introduction, referrals, and required consents to follow up with resources and service providers.
  - Adhere to a 60-day timeframe to determine case decision outcomes, including whether to open or close services.
  - Complete outcome determinations accurately and ensure outcomes are submitted on or before the required 60-day deadline.
- Documentation and Data Entry**
- Complete and submit face sheets to ensure families are added to the CAPS system.
  - Enter all case notes, assessments, intake documentation, outcomes, and required records into the CAPS system in a timely and accurate manner.
  - Maintain compliance with agency standards for documentation quality, timeliness, and confidentiality.
- Collaboration and Advocacy**
- Attend and participate in family meetings, multidisciplinary meetings, and required agency meetings.
  - Work collaboratively with schools, court personnel, probation, and community partners to address truancy concerns.
  - Attend and testify in court hearings as required.
  - Advocate for children and families to ensure access to appropriate educational, social, and community resources.

- Provide referrals and assist families in accessing and utilizing formal services and informal support networks.

**Supervision and Professional Development**

- Meet weekly with the Children and Youth Supervisor to review case progress, address barriers, and determine case outcomes.
- Collaborate with the supervisor to learn and apply outcome determination procedures.
- Complete all required trainings and maintain necessary certifications relevant to the position.

**Mandated Reporting Responsibilities**

- Identify and immediately refer alleged cases of child abuse or neglect to Children and Youth Services and ChildLine, in accordance with mandated reporter laws and agency policy.

**Knowledge, Skills, and Abilities**

- Knowledge of truancy intervention, child welfare principles, and family systems.
- Ability to conduct safety assessments and comprehensive case evaluations.
- Strong organizational, documentation, and time-management skills to meet mandated timelines.
- Effective verbal and written communication skills, including the ability to provide court testimony.
- Ability to work independently and collaboratively within a multidisciplinary team.
- Proficiency or ability to learn CAPS or similar case management systems.

**Working Conditions**

- Regular travel to homes, schools, courts, and community locations.
- Significant interaction with children, families, school personnel, and legal professionals.

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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.

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____