

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Independent Living Caseworker
Type Position:	Full Time with benefits
Salary Range:	18.00 an hour/ \$35,100 Salary
Posting Length:	21 Days
Posting Dates:	8-6-26 to 8-27-26
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 8-27-26. 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	
3. Department Community Services	Bureau	Division		Headquarters	Organization Code
4. Class Title Caseworker		Working Title Independent Living Caseworker			Class Code
5. Regular Work Schedule (September-May), Monday-Thursday		Position is:			
Start Time: 8 a.m. Lunch Length: .5		☒ Full-Time ☒ Permanent			
End Time: 4 p.m. Hours/Week: 37.5		☐ Part-Time ☐ Temporary			
Days Worked (check all that apply):		Reports to: Program Supervisor Class Title			
S M T W Th F S		Explain any schedule variations:			
☐ ☒ ☒ ☒ ☒ ☒ ☐		IL caseworkers often must 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.			
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 Caseworker 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. Essential Functions of the IL Caseworker includes but is not limited to the following: • Assists with/initiates referrals • Helps establish youth stability in apartments • Prepares service plans • Completes Youth Transition Plans • Work in individual/group settings • Prepares court documents • Attends hearings • Coordinates meeting					

- Assists with transportation needs
- Schedules monitoring visits
- Assist youth in transition to independence
- Teaches appropriate social skills and interaction
- Teaches basic culinary, homemaker, management and maintenance skills
- Incorporates PREP program
- Conducts assessments
- Assists with obtaining photo identification, birth certificates, and social security cards
- Assists with self-esteem groups
- Provides supportive feedback and engagement
- Completes case notes according to documentation standards and timeline
- Hosts educational groups and professional speakers
- Assists with data collection and input
- Enters information into data bases
- Maintain and submit supporting documentation as required by grant guidelines
- Prepares reports, maintenance requests, and relevant letters
- Assists with requisitions
- Collaborates with youth case manager and other service providers
- Offers regular updates to referring sources for ongoing partnership
- Attends meetings with youth

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:

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;
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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 IL Program Supervisor. Supervisor will complete regular supervision with each worker twice a month.

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 _____

