Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	C&Y Caseworker Assistant 1
Type Position:	Full Time
Salary Range:	$16.65 per hour / $32,467.50
Posting Length:	Until filled
Posting Dates:	Standing posting 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:

Graduation from high school;

or

Any equivalent combination of experience and training.

2. Approved Additional Special Requirements: None

HOW TO APPLY -- ALL CANDIDATES

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

COMMONWEALTH OF PENNSYLVANIA
STD-370 REV. 10-96

JOB DESCRIPTION

1. Name of Employe (Last, First, MI)	2. Employe Number	Position Number

3. Department	Bureau	Division	Headquarters	Organization Code
Family				

4. Class Title	Working Title	Class Code
Case Worker Assistant 1	C&Y Caseworker Assistant	

5. Regular Work Schedule

Start Time:	8:00 am	Lunch Length:	.5 hr
End Time:	4:00 pm	Hours/Week:	37.5 hrs

Position is:

X	Full-Time	X	Permanent
	Part-Time		Temporary

Reports to: Name Class Title

Days Worked (check all that apply):

S	M	T	W	Th	F	S
	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.

C&Y Caseworker Assistant

The C&Y Caseworker Assistant, is responsible to the County Casework Manager and works in close contact with Caseworkers regarding daily assignment of activities. The C&Y Caseworker Assistant will perform activities on behalf and in support of the Caseworker including but not limited to maintaining case records, preparing client related documents and transporting clients.

<u>The C&Y Caseworker Assistant is responsible for, but not limited to, the flowing duties:</u>

- Assist the Caseworkers in providing services to families whose members are receiving child welfare services.
- Assist in the maintenance of the case record. This will include filing, assuring that case records meet all Federal, State and Agency regulations/requirements, and providing feedback to the worker on record status.
- Assist families/clients in completing necessary paperwork to access services (i.e. Maternal Health, ChiPs Applications, CAO paperwork, liability studies).
- Collect and report the statistical data concerning individuals/families on assigned cases according to Agency protocol requests or requirements.
- Transports and supervises visits with children in out of home placements with their parents.
- Assist families in getting housing, Blue Chip forms, MA Forms, Social Security, EMTA, referrals for various programs and consents signed. Assist clients who request it in completing necessary forms and/or transport to SS office if necessary.
- Assist in obtaining birth certificates and Social Security Cards
- Complete interstate paperwork for placement of children in our custody in other states.
- Assist Caseworker with double teaming a home visit or transport/removing children and placing them in Foster Care.
- Assist families/children with arranging various appointments (eye, dental, and medical) and/or transporting them there.
- Assist Caseworker in scheduling appointments for home/office visits (locate clients, obtain correct address/directions)
- Assist in obtaining any records needed; i.e. school, medical.
- Make extra home visits for caseworker; especially in moderate to high risk cases.
- Assist with Holiday donations/deliveries to families as needed.
- Assist all units with audits.
- Demonstrate proficiency and safety in the operation of office equipment.
- Demonstrate tact, diplomacy, and professionalism in relationship to duties as a C&Y Caseworker Assistant.
- Attend required training to develop program knowledge and skills.
- Assist Caseworkers with monthly loop visits.

Name:

JOB DESCRIPTION: SECTION 6 -- Continuation Page

- Assist with getting updated pictures of children.
- Filing, shredding; routinely.
- Initialize paperwork for adoptions.
- Assist with taking intakes/CAFs when in the office.
- Any other duties as assigned.
- Complete documentation and visit logs as needed.

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.)

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	_____