

Job Posting

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| Organization: | Tioga County Department of Human Services |
| Job Title / Position Number: | Family Group Decision Making Facilitator/ Social Services Aide 2 |
| Type Position: | Part-time |
| Salary Range: | \$16.50 hourly |
| Posting Length: | 11 days |
| Posting Dates: | 05/28/2026 to 6/8/2026 |
| Contact Name / Number: | 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:

One year as a County Social Services Aide 1;

or

Graduation from high school, or it's equivalency, and two years of experience in public contact work in a human services agency which included one year of experience in interviewing and obtaining information;

or

An Associate's degree in Sociology, Social Welfare, Psychology, Gerontology, Criminal Justice or other related social science;

or

Any equivalent combination of experience and training.

3. Valid Driver's License

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: 118 Main St., Wellsboro, PA 16901

Attn: Marlo Carl

Applications can also be emailed to: mcarl@tiogacountypa.us

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY
& AFFIRMATIVE ACTION EMPLOYER

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.

Name:

JOB DESCRIPTION: SECTION 6 -- Continuation Page

7. Briefly describe how work is assigned to this position and how the work is reviewed.
This position answers directly to a Casework Supervisor. The majority of the work is routine and linked to programmatic responsibilities. The position functions in a relatively independent manner, the incumbent is expected to know what their duties/responsibilities are, complete them, and keep the Supervisor apprised. Any deviations from routine tasks are discussed with the Supervisor before action is taken. Work will be reviewed during weekly supervisory meetings as well as an on-going basis.

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 _____ |

