County Caseworker 1 and County Caseworker 2 (Local Government)

**Employment Opportunities:** There are numerous current vacancies for County Caseworker 1 (Local Government) and/or County Caseworker 2 (Local Government) as follows:

**Bedford-Somerset Developmental and Behavioral Health Services has four vacancies for County Caseworkers.** This agency is willing to fill these vacancies at either the County Caseworker 1 (Local Government) level or the County Caseworker 2 (Local Government) level.

**Delaware County Department of Human Services has 20 vacancies for County Caseworkers.** This agency would prefer to fill these vacancies at the County Caseworker 2 (Local Government) level, but is willing to fill vacancies at the County Caseworker 1 Local Government) level if necessary.

**The Wayne County Office of Human Services has four vacancies for County Caseworker 1 (Local Government).** Two vacancies are in Behavioral Health, and two are in the Office of Children and Youth.

**Applications will only be accepted between February 12, 2018 and February 26, 2018. For some jobs, you must be willing to travel. Travel expenses will be paid. When applying, you must indicate a willingness to accept employment in Bedford County, Delaware County, Somerset County, or Wayne County, as appropriate.**

**Job Duties for County Caseworker 1:** You will provide services to individuals, families, or groups (needy, aged, people with disabilities, institutionalized or dependent adults and children) to help them attain a more satisfactory social, economic, mental, or physical adjustment to their environment. You will interview clients to obtain social histories; provide comprehensive information about agency programs; determine and verify eligibility for program services; provide referral services and negotiate on behalf of clients for referral services; and formulate and implement social plans of action. County Caseworkers 1 perform beginning-level social services work under close supervision.

**In order to be considered for County Caseworker 1,** applicants must pass the civil service exam for County Caseworker 1, and must show 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 coursework which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; **OR** an 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.

**Job Duties for County Caseworker 2:** You will provide services to individuals, families, or groups (needy, aged, people with disabilities, institutionalized or dependent adults and children) to help them attain a more satisfactory social, economic, mental, or physical adjustment to their environment. You will interview clients to obtain social histories; provide comprehensive information about agency programs; determine and verify eligibility for program services; provide referral services and negotiate on behalf of clients for referral services; and formulate and implement social plans of action. County Caseworkers 2 work more independently under more generalized supervision.

**In order to be considered for County Caseworker 2,** applicants must pass the civil service exam for County Caseworker 2, and must show six months of experience as a County
Caseworker 1; OR successful completion of the County Social Casework Intern program; OR a bachelor's degree with a social welfare or social work major; OR a bachelor’s degree which includes, or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences, and 1 year of professional social casework experience in a public or private social services agency; OR an equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

**Legal Requirements:** A conditional offer of employment will require submission of background/criminal history reports at your expense. You must pass a background investigation.

**Note:** Pennsylvania residency is not required for either of these job titles.

**Starting Salaries for County Caseworker 1:**

Please refer to the Featured Vacancies postings on the Open Test Announcements page at [www.scsc.pa.gov](http://www.scsc.pa.gov) for starting salary details.

**Starting Salaries for County Caseworker 2:**

Please refer to the Featured Vacancies postings on the Open Test Announcements page at [www.scsc.pa.gov](http://www.scsc.pa.gov) for starting salary details.

**Have job-related questions?** For vacancies in Bedford County, please e-mail Heather Uphouse at heather.uphouse@dbhs.co or call (814) 443-4891, ext. 4240. For vacancies in Delaware County, please e-mail Donita Wilkes at wilkesd@delcohsa.org or call at (484) 502-6572. For vacancies in Wayne County, please e-mail Juliann Doyle at jdoyle@waynecountypa.gov or call (570) 253-4262.

**Have application or testing questions?** Please call the State Civil Service Commission at (717) 783-3058.

**How to Apply:** Apply online at [www.scsc.pa.gov](http://www.scsc.pa.gov). Log in to the Online Services section of the homepage. Select View Open Announcements & Apply from the menu, and reference announcement #2006-713 for County Caseworkers (Local Government) to submit your application. The test will be scheduled after this announcement closes for application and your eligibility has been determined.

**Testing will be held at the following locations:**

For Bedford County positions, testing will be held at 727 Goucher Street in Johnstown. For Delaware County positions, testing will be held at 110 North 8th Street, Suite 501, in Philadelphia. For Wayne County positions, testing will be held at 135 Franklin Avenue in Scranton.

You may be deemed eligible and scheduled to test for County Caseworker 1 (Local Government) if you have completed 90 or more credit hours and expect to receive a bachelor’s degree, which includes the specified coursework, within the next seven months. You must provide proof of degree and required coursework before you start work. **If you do not have a bachelor’s degree with a related major, proof of completed required coursework must be submitted with your application.** E-mail to RA-cs-transcripts@pa.gov or fax to (717) 787-8650. Be sure to include all job titles from the announcement for which you wish to apply.
**Veterans:** Pennsylvania law (51 Pa.C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences and opportunities for veterans, visit the veterans section of [www.scsc.pa.gov](http://www.scsc.pa.gov).

**Locations:**

Bedford-Somerset Developmental and Behavioral Health Services  
1243 Shed Road  
Bedford, PA  15522

Delaware County Department of Human Services  
20 South 69th Street, 3rd Floor  
Upper Darby, PA  19082

Wayne County Office of Human Services  
323 10th Street  
Honesdale, PA  18431