

JOB VACANCY

POSTING DATE: 5/11/2017

CLOSING DATE: 05/20/2017

POSITION: Caseworker Supervisor

DEPARTMENT: Human Services / CYS

LOCATION: Ft. Jackson Building

SALARY: Management PG 7
\$34,932.16/yr.
(If current employee, promotion policies will apply.)

HOURS: 8:30 am to 4:30 pm
Monday – Friday
1 Hour Unpaid Lunch
35 Hours per Week

BENEFITS: Full County Benefits after 90 days
Probationary Period

OVERALL OBJECTIVE OF THE JOB:

To coordinate, supervise, and monitor direct case workers providing services to children, youth and their families.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Supervises case workers, provider direction and leadership in completing work assignments and meetings regulatory deadlines. Completes performance reviews in coordination with each caseworker.
2. Reviews and approves Time Sheets and Weekly Schedules.
3. Coordinates and delegates caseload assignment in the event of a staff vacancy.
4. Reviews case files for accuracy, timeliness and state compliance. Develops Action Plan to address any non-compliance issues.
5. Reviews and schedules case dictation provides interpretation of regulations, policies and procedures for completing assignments.
6. Trains and provides assistance for court appearances and testimony.

7. Completes reports, documents and statistical information for Needs Based Annual Plan and other county and state requirements.
8. Provides training, support and assistance for Caseworkers to meet their job responsibilities.
9. Reviews and approves the opening and closing of cases.
10. Coordinates services and complex cases which involve other county programs including Juvenile Probation, Mental Health, and Drug & Alcohol etc.
11. Travels frequently to/from various individual sites for monitoring/meeting purposes and other locations as necessary for county business.
12. Participates in staff development/in-service training programs.
13. Interacts with other County departments and outside agencies for needed individual services.

OTHER DUTIES OF THE JOB:

1. Attends staffing, meetings, conferences and other trainings as required.
2. Maintains confidentiality of office affairs
3. Interacts with other community and state agencies as necessary.
4. Performs other tasks as assigned by Supervisor to ensure that program quality and program requirements are maintained.
5. Performs related work as required.

SUPERVISION RECEIVED:

Receives direct supervision from the CYS Administrator in regard to daily work duties.

SUPERVISION GIVEN:

Provides supervision and direction to assigned County Caseworkers.

WORKING CONDITIONS:

1. Works indoors in adequate work space, temperatures, ventilation and lighting.
2. Works with average indoor exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels occasionally when needed to perform essential functions of the job.

PHYSICAL AND MENTAL REQUIREMENTS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching necessary to carry out job duties.
3. Medium work with occasional lifting/carrying of objects. Maximum weight of ten pounds.
4. Sedentary work, with occasional from coordination movements of fingers/hands to simple movements of feet/legs; torso necessary to carry out job duties.
5. Must be in good general health and demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to pay close attention to details, coordinate efficiently and concentrate on work.

QUALIFICATIONS:

Education/Training: A bachelor's degree from an accredited college or university with a social work major; or a bachelor's degree from an accredited college or university which includes or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, or criminal justice and 2 years of direct social service work experience; AND

Experience: Three (3) years of increasingly responsible professional leadership or technical program experience in the desired field or discipline; related public sector or governmental social work experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language and to oral and written instructions.
2. Must possess knowledge of current social case management principled, techniques and methods.
3. Must possess knowledge of current social, economic, and health problems and resources and the recognition of their impact on the growth and development of people.
4. Must have ability to prepare required reports in a timely and accurate manner.
5. Must possess ability to handle a high volume of work efficiently.
6. Must possess basic math skills and ability to accurately prepare required reports and mathematical record keeping.
7. Knowledge of the laws, regulations, policies and procedures governing the administration of child welfare and programs.
8. Knowledge of the needs assessment process including the methodologies that are applied in collecting. Reviewing. Analyzing and interpreting statistical data.
9. Knowledge of the principles and practices of child welfare program planning and development as it relates to the implementation of service provision.
10. Knowledge of general legislative procedures and processes.
11. Knowledge of the human service delivery system.
12. Knowledge of the theory and techniques of personnel management and administration.
13. Knowledge of the principles and methods of business or public program administration and supervision as it relates to program development and the overall implementation of policies and procedures.
14. Knowledge of budget preparation, general accounting and fiscal management principles and practices.
15. Ability to analyze and interpret the impact of proposed legislation.
16. Ability to prepare program descriptions and written grant proposals to apply for additional alternative funding.
17. Ability to give full attention to what other people are saying, taking time to understand.

18. Ability to provide leadership and to establish and maintain effective working relationships with agency staff, public and private agencies, county commissioners, court officials, community groups and organization, federal, state and county officials and the general public.
19. Ability to interpret policies/procedures, rules/regulations and legislation and convey to others.
20. Ability to understand and apply financial management principles in order to monitor compliance of subcontractors.
21. Ability to exercise judgment and discretion departmental, state, federal and local policies and procedures.
22. Ability to plan, direct, and supervise the work of professional, technical and clerical staff.
23. Ability to speak effectively in public ideas clearly and concisely, orally and in writing.
24. Ability to learn, understand and evaluate office systems.
25. Ability to interpret development and apply personnel policies, rules, regulations, contracts and other controlling procedures.
26. Ability to comprehend, interpret and apply federal and state laws, regulations and policies regarding EEO/ADA.
27. Ability to develop, implement and evaluate training programs for staff development.
28. Must possess ability to maintain confidentiality in regard to government information and records.
29. Must possess the technical knowledge of operating personal computers.
30. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
31. Must possess the ability to make independent decisions and participate as a member of the management team when circumstances warrant such action.
32. Must possess the ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
33. Must possess ability to use logic and reasoning to identify the strengths and weakness of alternative solutions, conclusions or approaches to problems
34. Must be able to identify complex problems and review.

HOW TO APPLY:

Interested internal candidates should send resume to the Human Resources Department.

External candidates should complete an online application at www.co.greene.pa.us.