



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: August 24, 2010

CLOSING DATE: September 8, 2010

TITLE: JUVENILE COUNSELOR I

GRADE: 204

(Civil Service Class Title; Class Code-Position Number: Youth Development Counselor 1; L0931-0006)

BARGAINING UNIT: PSSU
(Seniority Position: YES)

DEPT: Erie County Human Services/OCY
ELTAC - Dependent Shelter
4718 Lake Pleasant Road, Erie, PA

SALARY RANGE: \$16.85/hour \$35,048/annual – Minimum **HOURS PER WEEK:** 40
\$28.36/hour \$58,989/annual – Maximum Wed-Sun, 3:00 p.m. to 11:00 p.m.

*****THIS IS A PERMANENT, FULL-TIME, CIVIL SERVICE POSITION*****

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and Bid Form stating their qualifications to: Jaynette Simmons, Personnel Dept., Erie County Court House, 140 West Sixth Street, Room 503, Erie, PA 16501. Apply Monday – Friday, 8:30 am – 4:00 pm. **Application materials must be received or postmarked on or before: Wednesday, September 8, 2010 to qualify for consideration. Late applications will not be accepted.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org. CLICK ON THE “JOB OPPORTUNITIES” LINK TO ACCESS FORMS. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

Inquiries related specifically to job duties and responsibilities may be directed to John Daley at 451-6191. All other inquiries may be directed to Jaynette Simmons, at 451-6291.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK AND OFFICE OF CHILDREN & YOUTH SPECIFIC CLEARANCES.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

This is a female gender specific position due to job requirements/responsibilities that include such duties as shower monitoring, clothing searches, intakes or resident’s preparation pre- and post-court appearance, etc.

Applicants must be female and a Pennsylvania resident in addition to either:

1. Within reach through the Rule-of-Three process on the current comparable PA State Civil Service List of Eligibles for a Youth Development Counselor 1;
OR

(continued on reverse)

2. Promotable without Exam through Civil Service by currently holding permanent PA State Civil Service status in either the next lower class of County Caseworker 2 or County Social Worker 1 in addition to one of the following:
 - a. One year experience as a Youth Development Counselor Trainee;
 - or**
 - b. One year of experience working with adolescents, and a bachelor's degree including courses in the behavioral sciences;
 - or**
 - c. Any equivalent combination of experience and training.
- OR**
3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Youth Development Counselor 1 classification.

DUTIES/RESPONSIBILITIES:

- Knowledge of DPW 3800 regulations
- Counseling residents and families
- Maintain a safe and secure environment
- Implement program policies and procedures
- Documentation, Court report, duty observation, log entries
- Pass all mandatory training
- Availability for mandatory overtime
- Provide medical assistance and maintain all medical records
- Performance of all other related duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.