



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

Department:	Erie County Department of Human Services
Organization:	Erie County Office of Children & Youth
Job Code / Title:	L0626 / County Casework Supervisor – Civil Service Title (Casework Supervisor I – County Title) 2 Positions Available
Position Numbers:	0008 and 0014
County:	Erie
Headquarter Address: (Work Location)	154 West Ninth Street Erie, PA 16501
Type of Job:	Civil Service
Union:	PSSU Memorandum of Understanding
Bargaining Unit:	PSSU Meet & Discuss
Seniority Position:	N/A
Type Position:	Permanent / Full-Time
Salary Range:	\$19.66/hour - \$38,337/annually \$31.67/hour - \$61,757/annually
Pay Range:	308
Posting Length:	15 days
Posting Dates:	March 4, 2010 – March 18, 2010
Contact Name / Number:	Mary Jo Cline / (814) 451-6630 – Questions on Job Duties
Additional Information:	Work hours are 8:30 a.m. – 5:00 p.m., Monday thru Friday 37.5 hour per week
Job Description:	<p><u>Principal Functions</u></p> <ul style="list-style-type: none"> - Provide direct clinical supervision and training regarding child welfare policies and procedures. - Analyzes, interprets and applies laws, regulations and professional standards to child welfare decisions regarding issues of child safety, well being, family functioning and permanency. - Reviews and reads case records, Court information and dictation to ensure all Agency services are met, fully documented and in compliance with federal and state laws and regulations, Agency policies, procedures, professional ethics and Court decisions. <p>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 job.</p>
Last Date Job Applications Will Be Accepted:	March 18, 2010

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service List
- Promotion without Exam
- Transfer
- Reassignment

(continued on reverse)

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Two years of professional experience in public or private social work and a bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences;

or

Any equivalent combination of experience and education which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

2. Must be a resident of Pennsylvania.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - County Caseworker 2

SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
3. Meritorious service: defined as (a) the absence of any discipline above the level of verbal reprimand during the 12 months preceding the closing date of the posting; and, (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory.

APPLICATION INSTRUCTIONS

4. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply" section. **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the name/address listed in "How To Apply" section.
5. Additional information on the job responsibilities may be obtained by calling: Mary Jo Cline at (814) 451-6630.

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

HOW TO APPLY – ALL CANDIDATES:

Application materials must be mailed and postmarked on or before: March 18, 2010. Late applications will not be accepted.

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 a Bid Form stating their qualifications to the Personnel Department at the Erie County Courthouse, Room 501, Erie, PA 16501. Apply Monday through Friday, 8:30 a.m. – 4:00 p.m.

(continued on next page)

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 AND CLICKING ON "JOB OPPORTUNITIES." COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

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.

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

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 scheduled date.

If interested in applying, please send applications to: Jaynette Simmons, Administrative Officer
Erie County Office of Personnel & Labor Relations
Erie County Courthouse
140 West Sixth Street, Suite #501
Erie, PA 16501

This position is subject to the provisions of the PSSU First-Level Supervisors Memorandum of Understanding.