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COUNTY OF VENANGO

**JOB POSTING NOTICE
NON-BARGAINING UNIT POSITION
05/26/2022**

POSITION: **SERVICE COORDINATOR II – ONGOING (Two Openings)**
Temporary (6 mos), Part-Time, 40 hours per pay

DEPARTMENT: **Children, Youth & Family Services**
Troy A. Wood Human Services Complex, Franklin, PA

PAY GRADE: **Non-Exempt Hourly Pay Grade Six**
\$15.2535/hr

OVERALL OBJECTIVE OF JOB

To provide support to children and/or youth and families experiencing abuse, neglect, or other difficulties, and provide services, either directly or through service linkage, designed to improve family problem solving and coping strategies.

SUPERVISION EXERCISED

None

SUPERVISION RECEIVED

Receives continuous instruction and regular supervision from Supervisor in regard to daily work duties.

ESSENTIAL FUNCTIONS OF THE JOB

1. Conducts intake or preliminary interviews to determine needs of individuals/families.
2. Provides support to assigned group of individuals.
3. Advocates for and empowers children and families.
4. Provides advocacy and assesses degree of risk to child.
5. Develops and implements plans for children and families based on assessed needs. This may include but is not limited to family service plans, risk assessments, and safety assessments.
6. Authorizes services to county contracted agencies. Monitors services provided by those agencies.
7. Works in a team setting. Schedules, plans, and at times leads team meetings.
8. Provides for necessary arrangements according to individual's/family needs; makes referrals/contacts to other community services/agencies as necessary.
9. Assists individuals in arranging appointments for themselves and family members; and provides transportation if needed.
10. Attends court hearings, testifies and writes reports approximately every three months.
11. Maintains regular contacts with individuals, families and/or guardians through home and office or school visits as required by regulation.
12. Maintains accurate documentation. Prepares reports and other paperwork within timeframes mandated by federal or state regulation and/or county policy.
13. Travels frequently and makes home visits at least per state regulations.
14. Completes necessary filing and maintenance of records.
15. Utilizes computer to document all coordination activities in the CAPS database. Uses other office equipment such as fax machine, scanner, etc., as needed.

OTHER DUTIES OF THE JOB

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- 1. Attends staffing, training and other meetings as required.
- 2. Attends certification trainings as required under Act 151 of the Child Protective Services Law, Title 23 PA, C.S. and Chapter 6.
- 3. Performs other job-related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- 1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
- 2. Must possess effective communication and interpersonal skills.
- 3. Must possess initiative and problem-solving skills.
- 4. Must possess ability to function independently, have flexibility and the ability to work effectively with individuals, families, co-workers and others.
- 5. Must possess ability to maintain confidentiality in regard to consumer information and records.
- 6. Must possess the ability to make independent decisions when circumstances warrant such action.
- 7. Must possess the technical knowledge of operating personal computers and other office equipment.
- 8. Must possess a valid Pennsylvania Driver's License and daily access to reliable transportation. Travel will be throughout the county to complete assessments, monitor conditions, and provide interventions in the individual's homes within the county.
- 9. Must understand and comply with all mandatory reporting requirements of CYS.
- 10. Must possess the principles and practices used in social service work, and the ability to apply those principles and practices within the scope of the position.
- 11. Must possess knowledge of social, economic and health problems and resources and be able to interact effectively with said resources on the individual's behalf.
- 12. Must possess the ability to conduct thorough, complete assessments using prescribed instruments and to determine the most appropriate, least restrictive level of care needed.
- 13. Must possess ability to plan and organize work and prepare adequate records and reports.
- 14. Must possess ability to practice organizational and stress management skills and to practice use of good judgment.
- 15. Must possess the ability to deliver and evaluate appropriate services to consumers and to monitor the effectiveness of such services.
- 16. Must possess some technical knowledge of operating personal computers and related software, or ability to learn and operate with reasonable accuracy and speed.
- 17. Must possess ability to interpret regulations, policies and procedures, and apply them accordingly.
- 18. Must possess the ability to work with persons who have physical, mental, or emotional disabilities, who are economically disadvantaged and may be involved in the court system, and advocate on their behalf.
- 19. Must be able to interact effectively with internal agency staff, state department staff, counselors, foster parents, provider agencies, attorneys, and court.
- 20. Must possess ability to make accurate observations and documentation of same in regard to each individual's needs and make determinations of risk assessment.
- 21. Must possess some knowledge of child development and the ability to conduct assessments and investigations.
- 22. Must possess ability to provide structured and unstructured life skills instructions and guidance to clients as needed.
- 23. Must be able and willing to learn about the juvenile court system as it relates to child services and apply that knowledge to essential job duties.

QUALIFICATIONS
EDUCATION/EXPERIENCE

<u>X</u>	Internal
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Associate’s degree majoring in the social welfare field and 3 years of professional casework or human service experience; **or** Bachelor’s degree majoring in the social welfare field and 1 year of professional casework or human service experience; **or** Bachelor’s degree in an unrelated field with at least 12 credits in the social welfare field and 2 years of professional casework or human service experience; **or** Bachelor’s degree and successful completion of an accredited Casework Intern Program; **or** successful completion of a 6-month probationary period as a Service Coordinator I.

CLEARANCES

- Must work in conjunction with employer to apply for Act 34 PA State Police Criminal History, Act 151 PA Child Abuse and FBI clearances prior to employment. Clearances currently possessed that are less than 4 years old will be accepted until new clearances are available. All clearances must reflect acceptable results.
- Must not appear on Preclusion Lists as defined by “Pennsylvania’s Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs.”
- Must successfully complete pre-employment drug screening.

HOW TO APPLY

All interested, qualified individuals should contact Human Resources at 814-432-9551. A Venango County internal application is required. Qualified applicants must pass an interview.

Management reserves the right to fill Service Coordinator II positions at the Service Coordinator I level (\$13.9889/hr.). Service Coordinator I qualifications: Associate’s degree with a major in the social welfare field and 2 years of professional social casework or human service experience; **or** Bachelor’s degree with a major in the social welfare field; **or** Bachelor’s degree in unrelated field with at least 12 credits in the social welfare field and 1 year of professional social casework or human service experience.

DEADLINE TO APPLY: 06/22/2022

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

****DRUG-FREE WORK ENVIRONMENT****

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT 814-432-9552 FOR ASSISTANCE.