

COUNTY OF VENANGO

Internal
 External

**IN-HOUSE JOB POSTING
NON-BARGAINING UNIT POSITION
06/10/2022**

POSITION: SERVICE COORDINATOR II (FOSTER CARE)
Full-Time, 80 hours per pay

DEPARTMENT: CHILDREN AND YOUTH SERVICES
Troy A. Wood Human Services Complex, Franklin,
PA

PAY GRADE: NON-UNION HOURLY SIX
\$31,727.28/yr plus \$750 sign-on bonuses if filled externally

DEFINITION

This is a social service position in a public children and youth services agency. Employees in this class provide service coordination to parents and children in an effort to help them attain a more satisfactory social, economic, emotional or physical adjustment. Employment of service coordination skills is important in order that essential information is obtained and utilized to counsel individuals and members of their families. Work is performed in accordance with established regulations, policies, and procedures. Specifically, workers in this position will assist the Foster Care Program Specialist with recruitment, retention, licensure and support of resource families who will provide services for children and/or youth and adolescents requiring out of home care.

SUPERVISION EXERCISED

None

SUPERVISION RECEIVED

Receives continuous instruction and regular supervision from Independent Living/Foster Care Service Coordination Supervisor regarding daily work duties.

ESSENTIAL FUNCTIONS OF THE JOB

1. Assists on-going service coordinators with the placement of children in county Resource Homes, including foster, relative or kinship placements.
2. Assures/completes other Resource Parent related forms/surveys as required.
3. Communicates by telephone with Resource Families 1) no later than 2 days following the applicant's orientation session to schedule an initial visit to begin the home study process with the family, 2) within 24 hours of placement or on next working day to assess initial reaction of child in placement, 3) monthly to all homes not being visited in person during any given month to offer support.
4. Travels periodically to visit Resource Homes 1) within 2 weeks of initial placement to assess any concerns of the Resource Parent, 2) at least quarterly for a personal contact to offer support.
5. Acts as a liaison between other staff members and resource parents and communicates any concerns with on-going/placement service coordinator.
6. Responds to phone calls from Resource Parents within 24 hours.
7. Assists with foster care placement assessments and planning.

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8. Provides crisis intervention for Resource Parents as needed.
9. Attends court hearings as the Resource Parents' advocate and/or writes reports as required.
10. Prepares required reports as mandated by federal, state, or county policies and procedures, including foster parent statistics.
11. Completes necessary filing and maintenance of Resource Home records.
12. Assists in the recruitment of Resource Parents using a variety of strategies, not limited to newspaper advertising, TV advertising and public service spots, speaking engagements, flyers, window display.
13. Licenses foster and kinship homes, to include, but not limited to initial home study, assisting with scheduling for psychological evaluation, water testing and all other requirements to fulfill state licensing of the home.
14. Negotiates the monetary aspects of Adoption and Subsidized Permanent Legal Custodianship agreements with the Resource family and covers all home studies for these purposes.
15. In incidents of referring a home study to an outside agency, monitors the contractor for completion and quality of work.
16. Completes Resource Parent home studies at the request of Interstate Compact. Monitors children in foster and kinship care and makes required reports through the Compact.
17. Provides training for Resource Parent applicants, either through the Child Welfare Training Center, other private sources or personally.
18. Re-licenses Resource Parents annually as per regulation.
19. Coordinates and attends Resource Parent recruitment, retention and recognition activities including Foster Parent Monthly meetings, Resource Parent Summer Activity, Christmas party, as well as other events/activities as scheduled.
20. Investigates alleged Resource Parent rule violations and addresses them appropriately with the family with guidance from the Supervisor.
21. Maintains a current list of Resource Homes and the availability for children in each home.
22. Attends and participates in Foster Care Committee meetings to present home studies and any concerns throughout the home study process.

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, co-workers, and others.
5. Must possess ability to maintain confidentiality in regard to individual information and records.
6. Must possess ability to operate personal computer, other office equipment, and related software, to type and prepare required reports.
7. Must possess ability to make accurate observations and documentation of same in regard to individuals' needs and make determinations of risk assessment.
8. Must possess the academic knowledge and some skill in promoting therapies and social service work and skills with children and youth and families.
9. Must possess knowledge of child development and the ability to conduct assessments and investigations.

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10. Must possess ability to provide structured and unstructured life skills instructions and guidance to individuals as needed.
11. Must possess the ability to express empathy and understanding to all individuals.
12. Must be able to interact effectively with children and youth, department staff, counselors, attorneys, and the courts.
13. Must have some knowledge of the judicial and court system as it relates to child services.
14. Must have transportation available and a willingness to travel for work-related job duties.

QUALIFICATIONS

EDUCATION/EXPERIENCE

Associate's degree majoring in social welfare and 3 years of professional casework or human service experience; **or** Bachelor's degree majoring in social welfare and 1 year of professional casework or human service experience; **or** Bachelor's degree in an unrelated field with at least 12 credits in social welfare 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 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.

Management reserves the right to fill Service Coordinator II positions at the Service Coordinator I level (\$13.98/hr.) in the event the above qualifications are not met. 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: 06/21/2022 at 4:00 p.m.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

VENANGO COUNTY IS A DRUG-FREE WORKPLACE.

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