

# CLARION COUNTY

## CASEWORKER 2 - SCREENER

### Position Description

Non-Exempt

POSITION: CASEWORKER – Screener  
Full-Time, 80 hours per pay

<input checked="" type="checkbox"/> External
<input checked="" type="checkbox"/> Internal

DEPARTMENT: Children and Youth Services, Clarion, PA

PAY GRADE: \$20.00/hour

BENEFITS: Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

POSTING DATE: Friday, March 1, 2024

DEADLINE TO APPLY: Friday, March 15, 2024 at 4:00 PM

### HOW TO APPLY

A County application and copy of your transcripts are required to be considered for the advertised vacancy.

Applications are available at:

[www.co.clarion.pa.us/how\\_do\\_i/apply\\_for/employment\\_opportunities/index.php](http://www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php)

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### OVERALL OBJECTIVE OF JOB

The goal of this position is to receive, evaluate, and assess referrals and requests for service to determine whether or not a child is abused, neglected, abandoned, exploited, a status offender, or otherwise at risk and in need of services by Children and Youth Services or other appropriate community service agencies.

The focus of services at the Intake level shall be to evaluate the possibility, degree, or frequency of risks, to ensure the safety and welfare of the child(ren) and to develop an appropriate plan of action to alleviate the risk issue(s), while initiating agency services and/or referrals to collaborative services to meet the needs of the child(ren) and family. As well, services must adhere to all agency policies and regulatory standards as established by law in such a manner as to prevent further injury, assess current referral information, evaluate all allegations and provide services so that family unity can be preserved, if at all possible

### ESSENTIAL FUNCTIONS OF JOB

1. Conducts initial intake or preliminary interviews to determine immediate needs of children, adults, and families referred to one of the aforementioned services. This can be done by telephone, in-person, etc..
2. Provides crisis and/or supportive counseling to stabilize adults, children and families.
3. Conducts interviews with Child Protective Services Law reporters and other referral sources to gather demographic information, allegations, individuals in need of emergency, and all other information related to risk and safety assessments to complete the screening and referral process.

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4. Provides information, referrals and other required services to individuals and/or their families in need.
5. Provides for necessary arrangements according to individual's needs and/or makes referrals/contacts to other community services/agencies.
6. Maintains accurate documentation and records on individuals through Child Accounting Profile System (CAPS) and immediately notify the unit supervisor(s) of the incident and referral.
7. Enter additional demographics as the information in database when obtained.
8. Cross reference all new referrals, search for and gather prior child abuse and criminal history utilizing various tools including CAPS and agency historical data.
9. Prepares required reports as mandated by federal, state, or county policies and procedures.
10. Completes necessary filing and maintenance of records.
11. Utilizes computer and other office equipment as needed.
12. Maintains statistics on pertinent database and completes required paperwork/reports.
13. Initiates and participates in cross-program staffing, if appropriate.
14. Testifies in court, if necessary, regarding individual's needs; prepares summaries for court as requested.
15. Schedules appointments for intakes or assessments for the aforementioned services.
16. Upon certification as a Direct Service Worker, participate in the On-Call rotation for after hour emergency service.
17. Comply with the HIPAA privacy and security regulations that govern disclosure of protected health information and follow all procedures developed by the agency to comply with those regulations.
18. When necessary, arrange placement for children and follow through on placement procedure as outlined in the Agency Policy and Procedure Manual.

### OTHER DUTIES OF THE JOB

1. Attends staffings, 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, Older Adult Protective Services training
3. Maintain knowledge of changes in CPSL and regulations
4. Attend at least 20 hours of training per year
5. Performs other job-related work as required.
6. May be required to carry a small caseload.

### SUPERVISION RECEIVED

Limited supervision provided by the Intake Supervisor. Meet weekly with Intake Department Supervisor for supervision.

### SUPERVISION GIVEN

None

### WORKING CONDITIONS

1. Works indoors in adequate workspace, lighting, temperatures, and ventilation.
2. Works with average indoor exposure to noise, but subject to frequent disruptions and stress.
3. Normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or disruptive behavior of individuals.
5. Travels occasionally during all seasons and is exposed to outdoor elements, including snow and icy roadways.
6. Works traditional hours.

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#### PHYSICAL AND MENTAL CONDITIONS

1. Must possess above average ability to record, convey, and present information, explain procedures, and follow instructions.
2. Usually performs job functions in a high-stress environment.
3. Must be able to sit for long periods throughout the work day with intermittent periods of standing, walking, bending, twisting, and reaching as necessary to carry out essential duties of job.
4. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
5. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of fifty (50) pounds.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
8. Must be able to pay close attention to details and concentrate on work.
9. Must have above average ability to think clearly and act decisively.

#### QUALIFICATIONS

##### EDUCATION/EXPERIENCE

Six months of experience as a County Caseworker 1;

OR

A bachelor's degree with social welfare major and 6 months of professional social casework experience in a public or private social service agency;

OR

A bachelor's degree with concludes or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences and one year of professional social casework experience in a public or private social services agency;

OR

Any equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences. Necessary Special Requirement: Must possess a Pennsylvania driver's license.

##### 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. 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."

#### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

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 clients, co-workers, and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.

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6. Must possess ability to operate personal computer and related software, to type and utilize other office equipment, and to prepare required reports.
7. Must possess ability to make accurate observations and documentation of it 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.
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, adults and older adults, department staff, counselors, attorneys, and the courts.
13. Must be able to work effectively with persons involved in the criminal and/or juvenile justice system.
14. Must be able to rapidly establish rapport with individuals having behavioral health, substance abuse, or intellectual challenges.
15. Must have some knowledge of the judicial and court system as it relates to child services, mental health, older adults, and drug and alcohol.
16. Must demonstrate the ability to work with minimal supervision. Must be able to formulate an immediate plan of action, with little or no direct supervisory links.
17. Must have transportation available and a willingness to travel for work-related job duties.

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### HOW TO APPLY

A County application is required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Please submit application to:

Human Resources  
Administration Building, Second Floor  
330 Main Street  
Clarion, PA 16214

Applications are available:

- Online by visiting:  
[www.co.clarion.pa.us/how\\_do\\_i/apply\\_for/employment\\_opportunities/index.php](http://www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php)
- In-Person by visiting the Clarion County Human Resource Office on the 2<sup>nd</sup> floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2902 to share your e-mail or fax number.

**DEADLINE TO APPLY:** Friday, March 15, 2024 at 4:00 PM

*WE ARE AN EQUAL OPPORTUNITY EMPLOYER*  
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.