

October 31, 2017



## Montgomery County Office of Children and Youth

### Caseworker

Apply at:

<https://www.montcopa.org/Jobs.aspx?UniqueId=114&From=All&CommunityJobs=False&JobID=Caseworker-709>

#### Job Opportunities

You may apply online for Current Job Openings as listed below. On-line applications will serve as originals and need not be followed up with a printed application. RESUMES ARE ACCEPTED ONLY WITH A COUNTY OF MONTGOMERY APPLICATION. You may upload your resume within your on-line job application profile by clicking on the upload resume feature. Subscribe to job posting notifications to be automatically alerted of the latest career opportunities by clicking on the Notify Me button.

For positions requiring clerical testing, our testing center is located at One Montgomery Plaza, 425 Swede Street, Human Resources Department, 5th Floor Suite 506, Norristown, PA 19401.

Hours of operation for testing are Monday–Friday 8:00 AM to 4:00 PM. No appointment necessary. Typing test score must be a minimum of 30 WPM and the data entry score must be a minimum of 6000 KPH. No application will be sent to the department until testing has been completed with passing scores.

EQUAL OPPORTUNITY EMPLOYER

The County reserves the right to conduct a background check on all applicants after a conditional offer of employment is made.

Pre-Application Questions May Be Asked. View The Full Description Before Applying Online

If you need help to fill out this application form or during any phase of the application, interview, or employment process, please contact Human Resources at (610) 278-3052 or the Hiring Manager of the department.

#### VACANCY ANNOUNCEMENT

**Opening date: 10/24/17**

**Closing date: 11/07/17**

**COUNTY TITLE: Caseworker**

NEXT LOWER CLASS: Caseworker Trainee

Approved For Posting  
Office of Student Life

CODE: 1015

BARGAINING UNIT: No

LOCATION: Office of Children and Youth, Norristown Office – Foster/Resource Home Unit, Resource Division

1430 DeKalb St, Norristown, PA 19404-0311

DIVISION: Ongoing

MINIMUM SALARY: \$38,079

**WORK HOURS: 8:00 a.m. to 4:30 p.m. full-time**

**POSITION SUMMARY:** Employee is a member of a casework unit and reports to a unit supervisor. Position is responsible for provision of child protective, child placement and/or child permanency casework services. Services are family-focused and usually delivered in biological or foster/adoptive family home. Service area is divided regionally, however, some travel throughout the County is expected and out-of-County trips are necessary on occasion.

**JOB RESPONSIBILITIES:**

- Professional assessment of child risk, safety and family strengths and problems in accordance with legal mandates and best practices.
- Emergency response, crisis intervention and provision of in-home protective services for children at risk, and, coordination of emergency child placements with legal authorities, provision of child placement and permanency services.
- Management of caseload and case records of client families receiving child welfare services; assuring child safety and promoting family stability.
- Plans concurrently for permanency options for all children in placement and also petitions the Court to establish a permanency option no later than the 15th month of placement. Delivers intensive reunification services to meet time lines established by the Adoption and Safe Families Act of 1997.
- Manages and maintains a caseload of families and child(ren) and related records to document data, reports, actions, events, etc. via the automated case management system.
- Must be proficient in computer skills and use including Microsoft Office, Word, Outlook, etc.
- Provide mandated family oriented social services in compliance with Federal and State laws, Department of Human Service regulations and County policy.
- Utilization of community resources whenever possible to assist client families.
- Monitor client progress toward service goals and objectives
- Initiate court proceedings when necessary to protect child(ren), assisting in case preparation and testimony in court.
- Ongoing contact with provider agencies and other professionals, police, physicians, etc., involved in service provision with client families.
- Other related duties as assigned.

ELIGIBILITY ALL CANDIDATES:

**MINIMUM EXPERIENCE AND TRAINING:**

-Six months of experience as a Caseworker Trainee; OR a CWEB (Child Welfare Education for Baccalaureate) Program Casework Intern within 60 days prior to graduation or after graduation and upon successful completion of the internship period; OR a bachelor of social work degree; OR a bachelor's degree which includes, or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related degree, and 1 year of professional social casework experience in a public or private social services agency.

- This position is subject to mandates requiring Child Abuse, Criminal History, and FBI Clearances for employment.

- Pennsylvania residency is not a requirement for this position.

- Promotions are based on meritorious service and seniority. Meritorious service is defined as the absence of any discipline during the 12 months preceding the closing date of this posting, and the last regular or introductory evaluation is higher than fair. Seniority is defined as a minimum of 6 months of service in the next lower class as of the closing date of the posting.

\* Promotion is not subject to provisions of a collective bargaining agreement.

TO APPLY FOR A POSITION YOU MAY COMPLETE THE ON-LINE APPLICATION, FAX COUNTY APPLICATION TO 610-292-2160 OR MAIL APPLICATION TO THE ADDRESS BELOW. A LETTER OF INTEREST AND RESUME MAY ALSO BE INCLUDED WITH THE COUNTY APPLICATION.

County of Montgomery

Department of Human Resources

PO Box 311

Norristown, PA 19404-0311

(610) 278-3052

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 you need help to fill out this application form or during any phase of the application, interview or employment process, please contact Human Resources or the Hiring Manager of the department.

EQUAL OPPORTUNITY EMPLOYER

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY: 11/07/2017**

Qualifications

Answer the Pre-Screening Questions

