

**VACANCY NOTICE
COUNTY OF GREENE**

POSTING DATE: 11-21-05

CLOSING DATE: 12-02-05

VACANCY: Job Title	County Caseworker 1
Position No	Y730-LO623-0002
Class	LO623
Annual Salary	\$24,495.20
Location	Human Service Department Children & Youth Fort Jackson Building 19 South Washington Street Waynesburg, PA 15370
Type of Employment	Full Time, Permanent
Type of Position	Civil Service

THE PROVISIONS OF THE UMWA COLLECTIVE BARGAINING AGREEMENT APPLY IN THE FILLING OF THIS POSITION

Bargaining Unit is UMWA Human Services, Children & Youth Services

DUTIES: This is an entry level professional social service work position and all work is performed under the close supervision of a County Caseworker Supervisor. The employee will participate in formal and informal training programs which provide basic knowledge relative to the agency's purpose and applicable laws, methods, procedures, rules and regulations governing the operation of the agency. This training will include the required Core Certification Training and will obtain the required number of hours annually to maintain their certification. The employee will perform entry level case management duties for approximately twenty (20) families. This will include foster children, protective services, supervision services and child abuse cases. The employee performs on-call duty on a rotating basis with other case workers approximately once every three (3) months. The employee is responsible for the preparation and provision of testimony in court and provides other job related services as directed by the agency administrator and in accordance with the classification manual of County Programs for the position in which this person is employed. They will utilize computer and software programs and other office equipment as needed to carry out job duties.

- ELIGIBILITY:**
1. Meet the minimum experience and training required of the job. Have regular civil service status. Have a bachelor's degree; or any equivalent combination of experience and training which includes 12 college credits.
 2. Must be a resident of Pennsylvania.

ADDITIONAL SELECTION OPTIONS:

The County will consider applicants who meet the State Civil Service criteria for any of the following and who are Greene County residents.

- Civil Service List
- Reinstatement
- Transfer
- Reassignment

HOW TO APPLY: Interested candidates should submit a letter of interest and current resume to Tracy Sheehan Zivkovich, Human Resources Director, prior to the close of the business day on Thursday, December 1, 2005. For additional information, interested candidates can contact the Human Resources Department.

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the Employer.