

JOB POSTING

Department:	Monroe County Children & Youth Services
Organization:	Monroe County Children & Youth Services
Job Code / Title:	L0620/L0621/I0622 County Social Services Aide I, II, or III
Position Number:	ONGOING UNIT / PERMANENCY UNIT / CLERICAL/INTAKE / FOSTER CARE
County:	Monroe
Headquarter City/Address: (Work Location)	730 Phillips Street Stroudsburg, PA 18360
Type of Job:	Civil Service IF NOT A CURRENT OR FORMER CIVIL SERVICE EMPLOYEE APPLY AT www.employment.pa.gov If not posted at the time you must sign up for alerts to be notified of future postings. Please contact Donna Ace at dace@monroecountypa.gov for further assistance.
Union:	PSSU
Bargaining Unit:	SEIU PSSU Local 668
Seniority Position:	Y
Type Position:	Full-Time
Salary Range:	SSAI \$22,764.41 / SSAII \$23,785.78 / SSAIII \$24,701.74
Pay Range & Step:	23-27
Posting Length:	Until Position Is Filled
Posting Dates:	07-14-2022 – Until Position Is Filled
Contact Name / Number:	Donna Ace dace@monroecountypa.gov
Additional Information:	Work hours are 8:30 a.m. to 5:00 p.m. Monday - Friday (75 hrs bi-weekly). Travel, Overtime & After hours may be required.
Job Description:	See attached
Last Date Job Applications Will Be Accepted:	07-14-2022 – Until Position Is Filled

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:
2. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year as a County Social Services Aide 2;

or

Graduation from high school, or its equivalency, and three years of experience in public contact work in a human services agency which included one year of experience in interviewing and obtaining information;

or

An associate's degree in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences, and one year of experience in a human services agency;
or
Any equivalent combination of experience and training.

3. State Civil Service Commission Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania.
4. Must be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - L0621 County Social Services Aide I for a SSAII
 - L0622 County Social Services Aide II for a SSAIII
 - For any other classifications, a determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
4. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
5. Seniority, as defined in Union Contract by the posting closing.

APPLICATION INSTRUCTIONS

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: ext. 3259

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be emailed to dace@monroecountypa.gov

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 interested in applying, please submit your letter of interest to:

Donna Ace dace@monroecountypa.gov
730 Phillips Street
Stroudsburg, PA 18360

Monroe County Children and Youth Services IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

JOB DESCRIPTION

1. Name of Employee (Last, First, MI) SSA I, II, & III	2. Employee Number	Position Number
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3. Department Monroe County Children & Youth	Bureau Y745	Division	Headquarters	Organization Code
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4. Class Title Social Services Aide I, II, III	Working Title Social Services Aide I, II, III	Class Code L0621,22,23
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5. Regular Work Schedule Start Time: <input type="text" value="8:30"/> Lunch Length: <input type="text" value="1.0"/> End Time: <input type="text" value="5:00"/> Hours/Week: <input type="text" value="37.5"/>	Position is: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary														
Days Worked (check all that apply): <table border="1" style="width:100%"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table>	S	M	T	W	Th	F	S		X	X	X	X	X		Reports to: Name _____ Class Title Casework Supervisor Placement Supervisor _____ Explain any schedule variations: _____
S	M	T	W	Th	F	S									
	X	X	X	X	X										

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Employees work primarily with children who are abused or neglected. They provide information on financial aide, home management, training and work programs, housing, mental health services, and other social services required to meet the needs of these clients and to assist in reunification.

Job duties include:

- Assisting in the scheduling and monitoring of placement unit client visitation. This includes: supervising visits, communicating with caseworkers by typing up visits, providing concrete and specific documentation regarding the supervised visits, and in some cases, transporting dependent children to and from familial visits and appointments and being prepared to testify at court hearings regarding those visits.
- Performing urine drug screens.
- Assisting and aiding caseworkers in filing case material.
- Assisting and aiding caseworkers in copying case material.
- Assisting and aiding caseworkers in mailing and faxing case correspondence.
- Assisting and aiding caseworkers in securing birth certificates and social security cards.
- Traveling with and assisting caseworkers in attending client appointments.
- Ensuring placement film and pictures are transported and developed by service provider.
- Assisting in securing and delivery of inter-county correspondence and mail.
- Attend child welfare trainings in order to further develop skills.
- To a lesser extent, up to 5% of time spent providing in-home services to families and clients.
- Assisting and aiding caseworkers in other units as necessary.

Name:

JOB DESCRIPTION: SECTION 6 -- Continuation Page

7. Briefly describe how work is assigned to this position and how the work is reviewed.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of __ pages. (count this form as 1 page)

Employee's Signature _____	Class Title <u>Social Service Aide I</u>	Date _____
Immediate Supervisor's Signature _____	Class Title <u>Casework Supervisor I</u>	Date _____
Reviewing Officer's Signature _____	Class Title <u>Assistant Administrator</u>	Date _____

