

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 \$29,624.77 / SSAII \$30,682.11 / SSAIII \$31,630.32
Pay Range & Step:	23-27
Posting Length:	Until Position Is Filled
Posting Dates:	02-26- 2025 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:	02-26-2025 – Until Position Is Filled

RECRUITMENT METHODS:

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

Promotion Without Examination
 Transfer
 Reassignment
 Voluntary Demotion
 Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

Must meet the minimum experience and training (METs) required for the job. The METs for these positions are:

Social Services Aide I

Minimum Experience and Training:

Graduation from high school;

Social Services Aide II

Minimum Experience and Training:

One year as a County Social Services Aide 1

Or

Graduation from high school, or its equivalency, and two 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;

or

Any equivalent combination of experience and training.

Social Services Aide III

Minimum Experience and Training:

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.

1. 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

1. Meet the minimum experience and training required for the job.
2. 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.
3. Seniority, as defined in Union Contract by the posting closing date.

APPLICATION INSTRUCTIONS

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.

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.

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

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