

CLARION COUNTY
UMWA Bargaining Unit Position
May 20, 2022

POSITION: Social Services Aid I
Full-Time, 80 hours per pay

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

DEPARTMENT: Children & Youth Services, Clarion, PA

PAY GRADE: \$13.50/hour starting rate

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 May 20, 2022

DEADLINE TO APPLY: Friday June 3, 2022 at 4:00 PM.

QUALIFICATIONS: A bachelor's degree which includes or is supplemented by successful completion of 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

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

OVERALL OBJECTIVE OF THE JOB

An employee in this class assists program staff in providing services to clients including children, youth, and families. Work involves assisting clients/families with activities of daily living, advising of available resources, assisting in obtaining services from within the agency and other agencies, and providing transportation. Work may involve accompanying casework staff on visits to homes or institutions, assisting with the completion of forms and assisting with clerical duties. Work is performed under the close supervision of a caseworker/supervisor and is reviewed through observation and results attained.

ESSENTIAL FUNCTIONS OF THE JOB

1. Provides basic information, referral, and emergency services; provides basic supportive counseling to public regarding community resources, policy, and procedures.
2. Provides transportation for clients to medical, dental, and other needed services, including the transport to foster homes or other facilities.
3. Supervises the attendance and monitors the behavior of children during appointments and visits.
4. Provides information to clients on the availability of resources and services and assists with the preparation of forms.
5. May provide testimony in court as required under the close supervision of a caseworker or supervisor.
6. Keeps caseworker and supervisor informed of progress made toward the client and family in meeting established goals and objectives and/or notifies of possible need for change or additional services.

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7. Performs general housekeeping activities within such areas as a home, visiting rooms or others.
8. Receives telephone inquiries and calls concerning emergency situations, provides active listening to clients in crisis until calls can be referred to a caseworker or supervisor.
9. Periodically participates in conferences with agency staff, families, and others to provide information for their use in the development of treatment plans, goals and objectives.
10. Participates in training programs designed to develop program knowledges and skills.

OTHER DUTIES OF THE JOB

1. Attends training, in-services and meetings as required.
2. Attends certification training as required.
3. Testifies at court hearings as required.
4. Performs other related work as required.

SUPERVISION RECEIVED

Receives regular instruction and supervision by Casework Supervisor regarding daily work duties and responsibilities.

SUPERVISION EXERCISED

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 consumers.
5. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.
6. Works frequently outside the office and is exposed to above-average dust/dirt/odors and smoke.
7. Periodically works beyond normal work hours and/or maintains flexible work schedule.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess above-average ability to record, convey, and present information, explain procedures, and follow instructions.
2. Must perform the functions of the job in a high-stress environment, i.e., shifting priorities, strict deadlines.
3. Must be able to sit and/or drive for long periods throughout the workday 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 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 react quickly physically and mentally 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.

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QUALIFICATIONS

Graduation from high school, or its equivalency.

Necessary Special Requirement: Must possess a valid PA 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.

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 individuals, co-workers, and others.
5. Must possess ability to maintain confidentiality regarding the individual's information and records.
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 regarding clients' needs and make determinations of risk assessment.
8. Must possess the knowledge and some skill in promoting therapies and social service work and skills with children and youth and families and other individuals.
9. Must possess knowledge of child development and the ability to conduct assessments.
10. Must possess the ability to express empathy and understanding to all individuals.
11. Must be able to interact effectively with children, youth, families, department staff, service providers, foster parents, counselors, attorneys, and the courts.
12. Must have transportation available and a willingness to travel for work-related job duties.

HOW TO APPLY

A County application and transcripts are 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.

Applications are available:

- Online by visiting:
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 2nd 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 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: Friday June 3,2022 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.