

## CIVIL SERVICE POSITION VACANCY NOTICE

Notice Date: March 15, 2018

The Clinton County Housing Authority (CCHA) is seeking a qualified candidate for the position of County Caseworker 2. Candidates must be a resident of Clinton County, possess a valid PA driver's license with a good driving record, and pass a criminal background check. PA Child Abuse History Clearance will be required.

Primary job duties consist of providing services to low-income persons to help them attain a more satisfactory social, economic, mental, or physical adjustment to their environment; interviewing clients to obtain social history and verify eligibility for program services; provide comprehensive information about agency programs; facilitate referral services for clients; formulate and monitor client action plans. Candidates must possess a strong ability to plan, organize and work independently; to express ideas clearly and concisely, orally and in writing; to speak clearly and effectively in public; and to prepare clear and comprehensive reports. Competent computer skills, including the Microsoft Office suite, are required.

This is a full-time position, approximately 35 hours per week, and requires flexibility to work some evenings and weekends. The position is primarily located in Lock Haven, PA; however, regular travel to Renovo, PA is necessary. Candidates must be on the Pennsylvania State Civil Service Commission (SCSC) list for job title L0624 to be eligible for consideration. A copy of the Test Announcement Number 2006-713 and the SCSC Application may be obtained on-line at the SCSC website; [www.scsc.state.pa.us](http://www.scsc.state.pa.us). Candidates must meet all SCSC minimum requirements. For a complete copy of the job announcement, position description, and SCSC Test Announcement, please visit the CCHA website at [www.clintoncountyhousing.com](http://www.clintoncountyhousing.com) and click on the "About Us/Employment" tab. CCHA is an equal opportunity, affirmative action employer and maintains a "Tobacco Free" workplace.

CLINTON COUNTY HOUSING AUTHORITY  
POSITION DESCRIPTION

TITLE: **County Caseworker 2 (Local Government)**  
REPORTS TO: Property Manager  
SALARY RANGE: \$20,000 to \$45,000 annually

MAJOR FUNCTIONAL OBJECTIVE

Provides services to clients to help them attain a more self-sufficient social, economic, or mental status, or a required physical adaptation.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Interviews clients for program eligibility and relevant social history.
- Provides comprehensive information about available programs.
- Networks with human services providers and educational institutions to link services.
- Develops client action plans with established goals and milestones.
- Meets with clients regularly to monitor and record progress.
- Maintains accurate client assessments, intakes, and progress reports in a variety of computer database systems.
- Consults with management to establish procedures, schedules, report program progress, and make recommendations for improvements.
- Maintains client confidentiality.
- Performs related work as required.

REQUIREMENTS

Ability to work independently; ability to effectively interview clients with diverse backgrounds; ability to establish and maintain working relationships with community agencies, management, clients, and the public; ability to assess client needs and identify appropriate resources; ability to express ideas clearly and concisely, orally and in writing; ability to speak clearly and effectively in public; ability to prepare clear and comprehensive reports. Strong computer skills are required. This position involves travel to client locations and meetings. A valid PA driver's license is required, and a reliable method of transportation is preferred. Travel costs are employer paid.

EXPERIENCE AND TRAINING

Qualified by Pennsylvania State Civil Service Exam (County Caseworker 2 Local Government). Six months of experience as a County Caseworker 1; or, successful completion of the County Social Casework Intern program; or, a bachelor's degree with a Social Welfare major; 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 social sciences and one year of professional social casework experience in a public or private social services agency; or, any equivalent combination of experience and training which includes or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.