

# HOW TO REACH OUR POSITIONS

TO APPLY,  
PLEASE FOLLOW THIS GUIDELINE  
TO JOIN OUR TEAM.

INTERESTED OR HAVE QUESTIONS? PLEASE REACH OUT TO:  
**M. KATIE O'BRIEN**  
**MOBRIEN@LANCASTERCOUNTYPA.GOV**  
**(717) 209-3120**

PLEASE ENSURE YOU MEET THE MINIMAL REQUIREMENTS  
BEFORE APPLYING:

MINIMAL REQUIREMENTS:

## **CASEWORKER TRAINEE**

1. 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 SCIENCE; OR
2. ANY EQUIVALENT COMBINATION OF EXPERIENCE AND TRAINING, WHICH INCLUDES 12 COLLEGE CREDITS IN SOCIOLOGY, SOCIAL WELFARE, PSYCHOLOGY, GERONTOLOGY, CRIMINAL JUSTICE, OR OTHER RELATED SOCIAL SCIENCE.

## **CASEWORKER**

1. SIX MONTHS EXPERIENCE AS A CASEWORKER TRAINEE OR SUCCESSFUL COMPLETION OF COUNTY SOCIAL WORK INTERN PROGRAM; OR
2. 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 SCIENCE AND ONE YEAR PROFESSIONAL SOCIAL CASEWORK EXPERIENCE; OR
3. ANY EQUIVALENT COMBINATION OF EXPERIENCE AND TRAINING, WHICH INCLUDES 12 COLLEGE CREDITS IN SOCIOLOGY, SOCIAL WELFARE, PSYCHOLOGY, GERONTOLOGY, CRIMINAL JUSTICE, OR OTHER RELATED SOCIAL SCIENCE.

## STEP 1

GO TO THE FOLLOWING WEBSITE. CLICK THE BUTTON TO REVIEW JOBS & APPLY.

[HTTPS://WWW.CO.LANCASTER.PA.US/1144/EMPLOYMENT-OPPORTUNITIES](https://www.co.lancaster.pa.us/1144/employment-opportunities)

CLICK HERE TO  
REVIEW JOBS & APPLY

## STEP 2

ANSWER THE QUESTION ABOUT BEING AN EMPLOYEE.

**Are you a current Employee at the County of Lancaster?**

**YES**

You'll be redirected to the employee site. Login through PeopleSoft Self Service to apply.

**No**

You'll be redirected to the Public PeopleSoft Application System to complete your application.

## STEP 3

VIEW ALL JOBS AND LOOK AT CASEWORKER POSITIONS.

## STEP 4

LOOK FOR THE JOB WITH A SIMILAR DESCRIPTION TO THE BELOW:

### **Caseworker**

**Job ID** 3974

**Location** 750 Eden Road

**Department** Behavioral Health and Developm

**Posted Date** 05/17/2023

**Close Date** 05/30/2023

\*THE JOB ID IS ALWAYS DIFFERENT. IMPORTANT TO NOTE IS TITLE, LOCATION, AND DEPARTMENT.

## STEP 5

READ THE JOB DESCRIPTION TO MAKE SURE IT MATCHES AND CONFIRM THE POSITION. SEE BELOW HIGHLIGHTED PORTIONS FOR REFERENCE.

### **Position Summary**

#### **JOB SUMMARY**

This is a full-time case management position in the Adult **Mental Health** Administrative Case Management component of Lancaster County Behavioral Health and Developmental Services (BHDS). This employee works with adults who have a serious mental illness, who not only must meet the State defined criteria but also must agree to actively participate in developing and following through with a service plan. **The employee exercises considerable independent judgement and decision making in facilitating the individual's use of community resources.**

THE JOB SUMMARY WILL INDICATE A FEW IMPORTANT THINGS TO LOOK OUT FOR:

WHICH UNIT OF CASE MANAGEMENT THE POSITION IS PART OF -  
ADMIN, TARGETED, INTAKE, CRISIS

WHICH AGE POPULATION THE POSITION WORKS WITH -  
CHILDREN, ADULTS, TRANSITIONAL AGE

\*AN EXPLANATION OF THE DIFFERENT CASE MANAGEMENT UNITS IS AVAILABLE IN OUR MH PROGRAM HIRING SHEET

## STEP 6

APPLY AND WE WILL SET UP AN INTERVIEW IF THE APPLICATION IS FILLED OUT CORRECTLY.

TIP: YOU MUST COMPLETE ALL SECTIONS OF THE APPLICATION IN THE MANNER REQUESTED. FAILURE TO DO SO MAY CAUSE HR TO REJECT THE APPLICATION, AND THUS BHDS WILL NOT KNOW OF YOUR INTEREST. AS THE APPLICATION IS IN AN AUTOMATED SYSTEM, PLEASE REVIEW YOUR APPLICATION TO ENSURE IT IS COMPLETE AND THE INFORMATION IS CORRECT.