



## MERCER COUNTY BEHAVIORAL HEALTH COMMISSION

**JOB TITLE:** Case Manager III  
Children's Specialist  
**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Case Management  
**EMPLOYMENT STATUS:** Full-Time  
**HOURS OF WORK:** 37.5 Hours/Week

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### OVERALL OBJECTIVE OF JOB

This position is primarily responsible for conducting forensic child interviews for multi-disciplinary investigations related to child abuse. The individual will also serve as the coordinator of and facilitator of the child welfare Multi-Disciplinary Investigative Team. The individual will assist child welfare workers when needed in linking children to appropriate services.

This position will secondarily be responsible for monitoring and advising the Behavioral Health Commission CEO regarding the system's needs for child, adolescent and family services in Mercer County. This individual may track and provide administrative case coordination to children involved in multi-system services. This individual may facilitate any requested interagency team meetings for children not otherwise involved with the complex care coordination program on an as needed basis. This position will contribute to the development of policies and procedures, provide trainings and education and may participate in quality assurance activities within the child and family serving programs connected to the Behavioral Health Commission.

### ESSENTIAL FUNCTIONS OF JOB

1. Will begin a case file for any child referred for forensic interviewing services by either the child welfare and/or law enforcement systems.
2. Will coordinate the dates and times for forensic interviews, working directly with the relevant professionals to assure attendance.
3. Will assure the case information and other necessary materials required for the interview are prepared prior to the interview occurring.
4. Will conduct forensic/investigative interviews at the request of the child welfare or law enforcement personnel in a manner consistent with the Mercer County Child Abuse Protocol.
5. Will demonstrate an ability to assess child developmental needs and establish rapport with children and teens.
6. Will utilize protocols based on best practice stands for children of all ages and abilities.
7. Will conduct interviews in a manner that is respectful of the child's culture and abilities.
8. Will document the results of the interview in a timely manner using the format and standards required by policy.
9. Will communicate interview results accurately and clearly in multidisciplinary and/or forensic settings.
10. Will provide court testimony and documentation when required.

11. Will interface child welfare and/or law enforcement staff within the boundaries of their role as interviewer and support their efforts to complete the investigation process.
12. Will meet with the parent or guardian of the child to obtain necessary information and required consents, to explain the interview process and to provide the parent/guardian with information regarding victim services available in the community.
13. Will attend and facilitate the Multi-Disciplinary Investigative Team meeting for the county's child welfare agency and members of that team.
14. Will participate in peer review sessions and ongoing trainings for forensic interviewing and other children's system trainings.
15. Will facilitate or participate in various internal and external meetings regarding coordination of care for children and families.
16. Will advise regarding programmatic needs in the child-serving systems.
17. Will contribute to the development of policies, procedures, and quality assurance activities related to the county's child serving systems.

#### **OTHER DUTIES OF THE JOB**

1. Participates in departmental functions to support organizational philosophies and mission.
2. Attends agency related meetings as required.
3. Will attend and complete mandated trainings and those trainings assigned by their immediate supervisor related to job responsibilities and functions.
4. Will apply MCBHC agency policies and procedures consistently.
5. Performs all other job-related duties and support services as required and as assigned.

#### **SUPERVISION RECEIVED**

Position reports to the Mercer County BHC CEO. Position will receive regular and ongoing individual supervision related to daily work duties and essential functions of the job. Supervision may encompass and include field supervision and direct observation.

#### **SUPERVISION GIVEN**

None

#### **WORKING CONDITIONS**

- Work indoors in limited workspace with adequate lighting, temperature, and ventilation.
- Works with average indoor exposure to noise, stress, and disruptions.
- Normal indoor exposure to dust/dirt.
- Works in conditions of potential outbursts or disruptive behavior of clients.
- Travels regularly for service delivery to consumers at sites outside of the office including but not limited to: consumer homes, provider agencies, educational/vocational facilities, and other community-based settings.

- Travels periodically for trainings and meetings outside of Mercer County which may involve possible overnight stays.

### **PHYSICAL AND MENTAL CONDITIONS**

- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.
- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to consumers' needs and/or requests as necessary as it applies to your position.

### **QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE**

- A master's degree in social work or psychology is highly preferred, as are candidates with work experience and a working knowledge of the child welfare system.
- Candidate should possess at least five years' experience working directly with children and families in a clinical or social welfare setting.
- Prior training and education in family system treatment and clinical intervention is required.
- Must possess a valid driver's license and/or access to reliable transportation.
- Must possess necessary clearances, i.e.; Act 33, Act 34 and Federal FBI check, if applicable.
- Must complete and maintain required child welfare/forensic interview trainings as designated by NCA accreditation standards.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
  - Must possess effective communication and interpersonal skills.
  - Must possess initiative and problem-solving skills.
  - Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
  - Must possess ability to maintain confidentiality in regard to consumer information and records.
  - Must possess the technical knowledge of operating personal computers and other office equipment.
  - Must possess a valid driver's license and a willingness to travel as needed.
  - Must possess thorough knowledge of social casework principles and methods.
  - Must possess knowledge of social, economic and health problems and resources for assisting consumers in these areas.
  - Must possess ability to plan and organize work and prepare adequate records and reports.
  - Must possess ability to understand and interpret laws and regulations in regard to child/family-serving human services programs.
  - Must possess ability to practice organizational and stress management skills and to practice use of good judgment in assessing needs and services of consumers.
  - Must possess ability to understand basic budgeting and math skills.
  - Must possess knowledge of the Mercer County human service system including all services and resources available to children, adolescents, and families across the child serving systems including education, juvenile probation, mental health, drug and alcohol, intellectual disability, and early intervention.
  - Must possess knowledge of community and natural supports available to children, adolescents, and families in Mercer County.
  - Must possess clinical knowledge of family systems, structure, roles, and dynamics.
  - Must possess knowledge and understanding of PA DHS bulletins and requirements related to the provision of child/family services.
  - Must possess knowledge of special education programs, eligibility, and laws.
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Interested candidates may submit an employment application from our website [www.mercercountybhc.org](http://www.mercercountybhc.org), or you may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

**Please send application to:**

ATTN: Lynnett Beck, HR  
Mercer County Behavioral Health Commission, Inc.  
8406 Sharon-Mercer Road  
Mercer, PA 16137

Email to: [Lynnett.beck@mcbhc.org](mailto:Lynnett.beck@mcbhc.org)

Fax to: 724-893-1067

**Affirmative Action/Equal Opportunity Employer**

In compliance with the Americans with Disabilities Act, the Employer provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

11/17/24