

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS:

The Senior Caseworker provides professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. The position differs from Caseworker in that, through training and experience, the Senior Caseworker handles more complex problems and situations with less direct supervision, and the Senior Caseworker may provide supervision over subordinate staff and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews applicants and persons referring cases of children or families needing care, supervision, or services;
Recommends services necessary to carry out plans to meet the needs of individuals and/or families;
May make visits to applicants to ascertain the need for services;
Develops involved or complex social histories and a plan of treatment, which, with supervisory approval is the basis for delivery of the services;
Assists individual Caseworkers in formulating service and work organization plans;
In cooperation with the individual or family, plans for the utilization of available resources;
Studies the background and need for care of children referred, securing information from the child, the family, relatives, schools, churches, family courts, and other agencies;
Assesses the placement needs of children and determines whether a child's needs can best be met in a foster home, group home, or an institution and makes the referral on their behalf;
Conducts home study evaluations to include certification and placement recommendations of prospective foster boarding homes, adoptive homes and/or relative homes;
Plans with parents, relatives and/or foster parents for the care and reunification of the children with their parents, as applicable;
Makes the necessary community service referrals on behalf of the individuals, children and families assigned;
Conducts service plan reviews with individuals, families, and service providers to update the service goals, report progress, and determine changes in situations which may affect needs for service;
Maintains professional relationships with Family Court, schools, and various community agencies to which individuals/families can be referred for services, & may perform liaison services for contract providers;
As appropriate, may coordinate the provision of medical care, which may involve providing transportation, or making transportation arrangements;
Retrieves data in a state wide computer system;
Prepares a variety of reports, case notes, service plans, and court summaries on a personal computer;
May supervise subordinate employees in formulating service plans, assessing clients progress, and ensuring proper procedures are being followed;
Investigates reports of suspected abuse/maltreatment, including assessing risk to clients and developing/ implementing appropriate service plan;
Interfaces with agency legal staff, family court and criminal courts as necessary;
Assists the Case Supervisor in administering the work of the unit, as applicable.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of social casework and social group work including child welfare services, child protective services and adult services programs;
Good knowledge of Federal, State, and local public welfare laws and programs, and the ability to apply knowledge in the performance of duties;
Good knowledge of community service agencies and programs;
Good knowledge of interviewing, counseling, and case recording techniques;
Good powers of observation and analysis;
Working knowledge of the techniques of preparing social studies;
Ability to establish and maintain effective working relationships with others;

- Ability to plan, coordinate and supervise the work of others;
- Ability to communicate clearly and effectively, both orally and in writing;
- Ability to maintain confidentiality; utilize sound judgment; demonstrate initiative and resourcefulness; and display emotional maturity, empathy, and sensitivity toward others;
- Ability to maintain accurate records, and prepare reports;
- Ability to operate a personal computer, utilize common office software programs, and ability to learn proprietary software applications;
- Ability to perform in a reasonable manner the essential functions of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school; or possession of a high school equivalency diploma; **AND EITHER**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s degree or higher in Human Services, Psychology, Social Work, or closely related field; and (2) years of full-time or equivalent part-time paid experience working in the field of human services which shall have involved performing social casework* with a public or private agency; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s degree or higher; AND (3) years of full-time or equivalent part-time paid experience working in the field of human services which shall have involved performing social casework* with a public or private social agency.

**NOTE: Social casework is defined to mean experience which shall have involved a one-to-one interaction with a client in order to actively facilitate the identification of client needs and goals through the interview process, as well as, the development of a service plan (i.e., identification and coordination of services available in the agency or the community to meet these needs and goals).*

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Driver’s license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position. This job may involve extensive travel, and employees in this class must have reasonable access to transportation to meet fieldwork requirements of the position in a timely and efficient manner.

Jurisdiction Class:	Competitive
Civil Division:	County- DSS
Adopted by YCCSC:	10/13/1976
Revision by PO:	10/9/2014

