

CASEWORKER ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing some of the social work services for individuals and/or their families by assisting them with their economic, emotional, social and environmental needs. The position is designed to give some one the job training while performing duties of a professional nature under close and continuing supervision of a Caseworker or Senior Caseworker. Does related work as required.

TYPICAL WORK ACTIVITIES; (Illustrative Only)

Assist caseworkers in carrying out service plans for individual Adult or Children's services clients by arranging for transportation;
Conducts supervised court ordered visitations;
Arranges and schedules medical, therapeutic and other legal appointments;
May transport children/families as necessary;
Determine eligibility for, authorize and enroll eligible families into appropriate day care arrangements;
Work with both families and providers to case manage, to insure appropriate attendance, on-going eligibility, payment of family fees, etc;
Act as a liaison between the Children's/Adult Services Unit and the Income Eligibility/Child Support Units of the Department to ensure that all benefits and regulations have been applied or followed through on, that all authorizing paperwork is processed, and all family members are coded correctly for fiscal claiming purposes;
Assist caseworkers in completing and finalizing case writeups in accordance with legally binding time frames and report contents;
Documents supervised visits and other activities using common progress notes;
Testifies in court regarding supervised family visitations;
Assists caseworkers in providing financial management services to clients which involves record keeping, authorizing expenditures, etc;
Maintains all Welfare Management Systems (WMS) and Connections Systems records for service cases;
May accompany caseworkers on home visits when situation warrants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of social services programs and other community resources; working knowledge of social sciences, including sociology, psychology and/or human services; ability to learn the process for determining social program eligibility; ability to establish and maintain successful relationships with people; imagination, sensitivity to the reactions of others; good powers of observation and analysis; initiative; tact; emotional maturity; good judgment; ability to understand, interpret written material; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and graduation from a regionally accredited or New York State registered two-year college or university with an associate degree with specialization in Human Services or related field.

NOTE: Person must possess a valid NYS driver's license and have access to a dependable vehicle.