



SCHOOL CASEWORKER

Jurisdiction Class:	Competitive
Civil Division:	School
Adoption by PO:	10/21/2010
Revised by PO:	08/16/2017
Revised by PO:	09/27/2022

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position provides case work services for students and their families to assist with their emotional, social and environmental difficulties. The work is performed under the supervision of the School Superintendent and in consultation with the Superintendent; the incumbent formulates and carries out plans to meet the student's needs. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Identify the need for services, through in-depth discussions with students and/or families;
Maintain liaison with various agencies to which students and/or families may be referred;
Formulate, implement and monitor plan to meet the needs of the student and/or family, working closely with other staff personnel and administrators;
Provide counseling to help the student and/or family to acquire coping skills needed to solve problems;
Establishes a relationship with students and/or families, to persuade them to avail themselves of recommended social services;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of Federal, State and local social and human service programs;
Working knowledge of keyboarding and competency using the computer;
Ability to establish positive relationships with students, parents, staff; good judgment;
Sensitivity to the reactions of others;
Good powers of observation and analysis;
Initiative;
Tact;
Emotional maturity;
Good judgment.

MINIMUM QUALIFICATIONS:

- a) Possession of a Master's degree in Psychology, Human Services or a closely related field; OR
- b) Possession of a Bachelor's degree in Psychology, Human Services or a closely related field; AND
- c) A minimum of two (2) years of casework experience or experience in a closely related human services field.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

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.