



CASEWORKER

Jurisdiction Class:	Competitive
Civil Division:	County
Adopted by YCCSC:	10/13/1976
Revised by YCCSC:	05/02/1990
Revised by YCCSC:	05/08/2007
Revised by PO:	07/08/2013
Revised by PO:	06/30/2016
Revised by PO:	03/15/2018
Revised by PO:	01/25/2023

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for providing social work services to clients and their families, to enhance their ability to cope with and resolve economic, emotional, social and environmental problems. The incumbent, in consultation with a higher level supervisor, formulates and carries out plans to meet the individual problems of cases assigned. Work is performed under the close supervision of a higher level supervisor with in-service training provided through the agency's staff development program. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates and carries out plans to meet the needs of the individual or family;
Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts, and other agencies;
Plans with parents and relatives for the case of children and re-establishment of the home;
Identifies the need for services through in depth discussions with clients;
Maintains liaison with various individual agencies to which individuals and families can be referred for Services;
Works closely with other community agency personnel in carrying out and monitoring the plan for services;
May conduct authorized investigations to determine safety and risk to a child;
Reviews existing case records for available information for use in formulating a plan for treatment;
Periodically reviews cases to determine changes in the individuals or families situations affecting needs for service;
As appropriate, may need to transport a child and/or family;
Must complete required reports and documents within appropriate time frames;
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services;
When foster care is necessary, determines whether the child's needs can best be met in an institution or a foster family home;
Perform other duties as assigned.

NOTE: Incumbent will have their name placed on an emergency contact list maintained at the Yates County Sheriff's Office, and will be expected to accept phone calls and respond accordingly to emergency situations that may occur outside of regularly scheduled business hours.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of Federal, State and local Social Services laws and programs;
Working knowledge of keyboarding and competency using the computer;
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.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's degree (or higher).

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.