

Jurisdictional Class: Competitive
Adopted: March 30, 2009
Revised: May 3, 2010

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level professional position responsible for providing social work services to individuals and/or their families, including children, to assist them with their economic, emotional, social, environmental, and economic difficulties. The work is performed under the direct supervision of a supervisor or senior caseworker. In-service training is provided through the agency's staff development program and out of the area training by New York State. The incumbent, in consultation with the supervisor, formulates and carries out plans to address the problems of the cases assigned and help achieve safety, permanency, and well-being for individuals and families. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses the safety and risk and the need for protection and care of the person referred, securing information from the individual, the family, relatives, schools, churches, family courts, and other agencies;
Establishes a relationship with individuals and families and identifies the need for services through in-depth discussions;
Formulates and carries out plans to meet the needs of the individual or family;
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to solve problems;
Plans with families for the safety and care of children and vulnerable adults;
Assesses, provides, arranges for, and monitors rehabilitative treatment for children and their families to safeguard and ensure for child's well-being and development, and to preserve and stabilize family life when appropriate;
Works closely with other staff personnel in carrying out the plan for services, and maintains liaison and works collaboratively with community agencies to which individuals and families can be referred for services;
Reviews existing case records for available information for use in formulating a plan of treatment;
Prepares for and attends court proceedings;
Makes home visits and provides transportation as needed;
Periodically reviews cases to determine changes in the individual's or family's situation affecting need for services;
Establishes and maintains case records and all required documentation in a timely manner.

FULL PERSORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of Federal, State, and local Social Services laws and programs;
Ability to establish and maintain successful relationships with people;
Good powers of observation and analysis;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree.

SPECIAL REQUIREMENT: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a confidential, timely, and efficient manner.