

CASEWORKER

Distinguishing Features of the Class: Under supervision, the Caseworker provides social work services for individuals and/or their families including children to assist them with their economic, emotional, social and environmental difficulties. Work shall be performed under the close supervision of a supervising caseworker, with in-service training provided through the agency's staff development program. The caseworker in consultation with the supervising worker, formulates and carries out plans to meet the individual problems of the cases assigned. Does related work as required.

Typical Work Activities:

- 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 handle problems.
- 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.
- When foster care is necessary, determines whether the child's needs can best be met in an institution or a foster family home.
- Plans with parents and relatives for the care of children and re-establishment of the home.
- Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services.
- 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 staff personnel such as homemakers in carrying out the plan for services.
- Reviews existing case records for available information for use in formulating a plan of treatment.
- Periodically reviews cases to determine changes in the individual's or family's situations affecting need for service.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

The caseworker shall possess some knowledge of Federal, State, and local public welfare laws and programs, the 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 judgement and physical condition commensurate to the demands of the position.

CASEWORKER cont.

Minimum Qualifications: Candidate must meet one of the following minimum requirements.

(A) Possession of a Bachelor's Degree from a regionally accredited college or university or a New York State registered four-year college or university; **OR**

(B) Be certified as a Registered Nurse with one year of experience in that profession.

Special Requirements: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job at the time of appointment.

05/23/89

02/17/98

07/06/99

02/11/00

02/05/03

CLASS: COMPETITIVE