

Child Protective Services Senior Caseworker

GENERAL STATEMENT OF DUTIES: Under general supervision, the CPS Senior Caseworker manages a Child Protective Unit of subordinate workers and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized class of first level supervisors for a unit responsible for the life and safety of children. The functional duties are similar to those of a Senior Caseworker except that through specialized training and experience Child Protective Services Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision.

EXAMPLES OF WORK: (Illustrative only)

- Directly supervises assigned caseworkers in performing Child Protective Services functions as outlined in State and Local Regulations;
- Assists the Grade B Supervisor and Director to train and evaluate work performance of assigned Child Protective Caseworkers;
- Maintains liaison relationships with intra-agency staff and other community agencies regarding Child Protective matters;
- Maintains relevant data and prepares necessary reports related to Child Protective activities;
- Assists the Family Court and/or the Criminal Court during all stages of a Court Proceeding in accordance with the purposes of Title 6 of Article 6 of Social Services Law;
- Conducts a continuing publicity and education program to encourage the fullest degree of reporting of suspected child abuse or maltreatment and to develop public support for the prevention of child abuse or maltreatment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of principals and practices of social caseworker, must be knowledgeable and specially trained in Child Protective Laws, regulations and agency policies; ability to establish and maintain successful relationships with others; ability to direct the work of others; ability to interpret the work of the agency; initiative; good powers of observation and analysis; ability to exercise common sense; tact; emotional maturity and stability; good judgment; physical condition commensurate with the requirements of the job.

MINIMUM QUALIFICATIONS:

Either (A) Graduation from a recognized college or university with a four year program in Human Services in which a Bachelor's Degree is granted, acceptable programs will include Sociology, Psychology and Social Work, AND three years of acceptable, full-time, paid experience in Social Work with a public or private agency adhering to acceptable standards, one years of which shall have been in Child Protective Service;

Or (B) Possession of a Master's in Social Work Degree (MSW) earned from a recognized college or university;

Or (C) Any equivalent combination of training and experience defined by (A) and (B) above.

Promotional Qualifications: One year of permanent competitive class status as Child Protective Services Caseworker.

Competitive Class

Adopted 06/27/1989 CSC Action

Revised 8/6/2024 PO