

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: A caseworker provides social work services for individuals and families, including children, to assist them with their economic, emotional, social and environmental difficulties and does related work as required. The work is performed under supervision, 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 needs of the cases assigned. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- 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 reestablishment 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 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:

Working knowledge of Federal, State and local public welfare laws and programs; ability to establish and maintain successful relationships with people; resourcefulness; sensitivity to the reactions of others; good powers of observation and analysis; initiative; tact; emotional maturity; good judgment; physical condition commensurate with the requirements of the job.

MINIMUM QUALIFICATIONS:

Graduation from a standard senior high school or the possession of a high school equivalency diploma issued by the New York State Education Department, **plus**;

Either- (A) Graduation from a recognized college or university after completion of a four-year course for which a Bachelor's degree is granted;

Or- (B) Certification as a registered nurse, together with one year of full-time paid nursing experience.

Special Requirements:

1. Possession of a valid NYS Drivers License at the time of appointment. This license must be maintained and remain valid throughout the appointment.
2. Background checks are required prior to appointments in the Department of Social Services per Section 424-a of NYS Social Services Law (Statewide Central Register) and per Section 495 of NYS Social Services Law (Staff Exclusion List)

Competitive Class

Revised 01/26/1988 CSC Action

Revised 2/17/2022 PO