

Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 01/16/2020
Approved by NYS OTDA: 01/20/2005

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the primary responsibility to provide social work services for individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties. The social casework services may be provided in certain cases where problems of neglect, destitution, and delinquency are involved. This position requires fieldwork and requires travel in both rural and urban areas to meet with individuals or families. In addition, the incumbent makes referrals to Family Court and other professional community services. Work is performed under close supervision of an experienced casework supervisor with training and development through individual and group sessions provided by the agency training unit. In consultation with immediate supervisor, the incumbent formulates and carries out plans to meet the individual problems of cases assigned. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates and carries out plans to meet the needs of the individual or family;
Interviews clients to assess the need for social services;
Makes field visits to individuals and families;
Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
Finds, studies and evaluates family homes for the placement of children and adults;
Approves and certifies homes for children and adults;
Determines whether a child's or an adult's needs can best be met in an institution or foster home;
Supervises children/adults placed in foster homes or an institution;
Supervises foster parents in certified homes;
Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;
Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding;
Coordinates and develops a treatment plan and goal for the reunion of families;
Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;
Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;
Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court;
Maintains case records;
Prepares letters and reports as required.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of Federal, State and local laws and programs relating to public welfare and the care of children and adults; Ability to establish and maintain successful relationships with others; Ability to make required home visits in the field; Good powers of observations and analysis; Emotional maturity.

MINIMUM QUALIFICATION:

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

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
2. Statewide Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment.

Adopted: 02/07/1947; 05/11/1950; 08/15/1978; 02/09/1982

Revised: 04/12/1984; 04/19/1989; 04/21/1994; 06/13/2002; 12/29/2004; 01/10/2018; 01/02/2019; 01/16/2020