

GENESEE COUNTY

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional casework position involving responsibility for determining and recommending the need for services and formulating and carrying out plans to address problems of assigned cases. The incumbent will make unaccompanied visits to individuals who may have emotional issues, untreated psychiatric conditions, criminal histories and developmental delays. Senior Caseworkers are expected to handle more complex cases and situations with less direct supervision. Senior Caseworkers may be assigned as liaisons or coordinators or projects or programs. The work is performed under the general supervision of a Case Supervisor Grade B. Supervision may be exercised over the title of Caseworker. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews persons referring cases of children or adults needing care, supervision, or services;
Recommends services necessary to carry out plans to meet the needs of individuals or families;
Makes visits to applicants' homes to ascertain the need for services;
Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
Aids individual Caseworkers in formulating service and work organization plans;
Studies the background and need for care of children referred, securing information from the child, the family, relatives, schools, churches, family courts and other agencies;
Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;
When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
Finds family homes interested in caring for children;
Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;
Arranges for medical care of children in foster homes and takes children to doctors, dentists, and clinics if foster parents are unable to do so;
Plans with parents and relatives for the care of children and re-establishment of the home or the resolution of conflicts in families;
Makes referrals to other agencies when indicated;
Writes letters and reports as required;
Periodically reviews cases to determine changes in client situation affecting the need for service;
Assists a Case Supervisor Grade B in administering the work of the unit;
Participates in providing social services to persons in special programs such as PINS and JDS;
Follows through on Hot Line calls, makes rapid assessments, reacts on crisis interventions;
Investigates complaints of child abuse or neglect;
Conducts investigations and/or obtains information from parents, neighbors, relatives, the courts, employees, medical practitioners, attorneys and related public or private agencies;
Prepares court petition, case summaries, dispositional reports and, if necessary, appears as a witness in court hearings or trials;
Provides crisis interventions;
Recommends referrals to other agencies when indicates;

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TYPICAL WORK ACTIVITIES, Cont'd:

Gives advice and counsel to services recipients to assist in solving personal, family, domestic and financial problems;

Dictates case records, composes letters and reports as required;

Maintains case records on designated computer systems;

Attends all state mandated training and local in-service training as directed;

Conducts field investigations; performs all above duties as an on-call worker, one-time per month minimally.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of State and Federal laws and rules governing Social Service programs; good knowledge of community service agencies and programs; good knowledge of interviewing and investigative techniques and practices; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to counsel individuals in the areas of economic, social, emotional and vocational problems; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs; ability to develop and implement a service plan for individuals and/or families; ability to plan and supervise the work of others; ability to understand and empathize with the needs and concerns of others; ability to analyze and organize data and prepare records and reports; physical condition commensurate with the demands of the position.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet and sometimes can be noisy.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

OPEN COMPETITIVE:

- A. Possession of a Bachelor's Degree or higher AND three (3) years FT paid experience in professional casework adhering to acceptable standards.

NOTE: Part-time experience as defined above will be considered on a prorated basis.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

PROMOTIONAL: Candidates must be current employees of Genesee County Department of Social Services. Candidates must possess two (2) years of permanent, competitive status as a Caseworker, and must have served continuously as a Caseworker immediately preceding the date of examination.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York will be required at the time of appointment and maintain same while in the title.

Applicants for this position will have regular and substantial contact with children and shall be subject to background checks including a check of the New York State Office of Children and Family Services Statewide Central Register of Abuse and Maltreatment (NY Social Services Law 424-A). Refusal to sign necessary clearance form(s) shall result in automatic non-selection for the position.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 10/10/80

Revised 2/28/91, 9/29/98, 8/24/22, 3/21/23, 6/26/23