

Department: Social Services  
Classification: Competitive  
Grade: 10

SPEC B272

### CASEWORKER ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing social work services for families, and foster children, to assist them with their, emotional, social and environmental difficulties. Incumbent is expected to transport and supervise visitation between foster children and their birth family. Work requires afternoon, evening and weekend hours. Incumbent will be expected to arrange and schedule visits to encourage appropriate and constructive visitation to shorten foster care placement. Work is performed under the close supervision of a Caseworker, with in-service training provided through the agency's staff development program. A Caseworker, in consultation with the supervising worker formulates and carries out plans to meet the individual problems of the cases assigned. The incumbent does related work as required.

*Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

#### **TYPICAL WORK ACTIVITIES:** *(Illustrative only)*

Learns and performs:

Incumbent is expected to encourage and support foster parents as they interact with birth families. 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;

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 to recommended social services;

Identifies the need for services through in-depth discussions with clients;

Maintains liaison with various agencies to which individuals and families have been referred for services;

Coordinates or monitors services in order to provide the client with a cohesive plan and, where necessary, update plans;

Studies the background and need for service, protection, or care of clients referred, securing information from the client, the family, relatives, schools, churches, family courts, and other agencies;

Reviews existing case records for available information for use in formulating a plan of care;

Periodically reviews and updates cases to determine change in individual's or family's situation affecting need for service;

Prepares and submits written materials for case records, computer inputs, the courts and referrals.

**ENTRY LEVEL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to learn a working knowledge of Federal, State and local social services laws and programs;  
Ability to learn a working knowledge of current principles, practices and techniques of social casework;

Ability to acquire skill in interviewing techniques;

Ability to communicate effectively both orally and in writing;

Ability to work with teenagers and challenging childhood behaviors;

Basic knowledge of child development and parenting skill; Sensitivity to the reactions of others;

Good powers of observation and analysis;

Good judgement;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a regionally accredited or New York State Registered two-year college or university with an associate degree in Human Services, Child Development or related field; or

(b) Graduation from high school or possession of a high school equivalency diploma AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience in child development, family counseling and/or foster parenting.

(c) An equivalent combination of training and experience as defined within the limits of (a) and (b) above.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:**

New York State Drivers license and reliable transportation is required.

Created 3/3/2003

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