

Department: Social Services
Classification: Competitive
Grade: 16

SPEC DISK B305

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. The functional duties are similar to those of the Caseworker, except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision. The work is performed under general supervision. The Senior Caseworker may supervise a small group of subordinate workers and volunteers. 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)

Interviews applicants and persons referring cases of children needing care, supervision or services;
Recommends services necessary to carry out plans to meet the needs of individuals or families;
Makes visits to applicants to ascertain the need for service;
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;
In each case, in cooperation with the individual or family plans the use to be made of available resources;
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;
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 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;
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 in administering the work of the unit.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of social case work and social group work including child welfare services; working knowledge of Federal, State and local Social Services laws and programs; ability to apply knowledge in performance of duties; skill in interviewing; knowledge of the techniques of preparing social studies; ability to establish and maintain successful relationships with people; ability to direct the work of others; ability to interpret the work of the agency; initiative; good powers of observation and analysis; imagination; sensitivity to the reactions of others; tact; emotional maturity; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, one (1) year of experience as a Caseworker and three (3) years of supervisory experience.

PROMOTIONAL QUALIFICATIONS:

Two years of full-time permanent competitive status as a Caseworker in the Essex County Department of Social Services.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License.

Amended:01/09/03

Revised 4/16/2020

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