

Jurisdictional Class: Competitive
Adopted: August 10, 1977
Revised: July 30, 2010

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: This is a higher-level professional position responsible for 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. The work is performed under general direction in accordance with established policies and procedures. Depending on agencies needs, supervision may be exercised over the work of Caseworkers and other subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interviews applicants and persons referring cases of children or vulnerable adults needing care, supervision, or services, and recommends services and formulates plans to meet the needs of individuals or families;
- Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
- Assists a Case Supervisor in administering the work of the unit;
- Serves as a resource for individual caseworkers in formulating service and work organization plans and assists with training new caseworkers;
- Assesses the safety, risk, and the need for protection and care of the person referred, securing information from the individual, the family, relatives, schools, churches, family courts, and other agencies, and plans with families for the safety and care of children and vulnerable adults;
- Assesses, provides, arranges for, and monitors rehabilitative treatment for children and their families to safeguard and ensure for child's well-being and development, and to preserve and stabilize family life when appropriate;
- Works closely with other staff personnel in carrying out the plan for services, and maintains liaison and work collaboratively with community agencies to which individuals and families can be referred for services;
- Studies and evaluates family homes desiring to care for adults or children at board or on an adoptive basis and recommends boarding homes for certification;
- Periodically reviews cases to determine changes in client situations affecting the need for service;
- Makes home visits and provides transportation as needed;
- Establishes and maintains case records and all required documentation in a timely manner and writes letters and reports as required;
- Prepares for and attends court proceedings as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Good knowledge of modern principles and practices of social services casework and social group work including child welfare services;
- Working knowledge of federal, state, and local Social Services laws and programs;
- Knowledge of the techniques of preparing social studies;
- Skill in interviewing;
- Ability to establish and maintain successful relationships with people;
- Ability to direct the work of others;
- Ability to interpret the work of the agency;
- Sound judgment.

Senior Caseworker

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and two (2) years experience in social services casework with a public or private agency adhering to acceptable standards.

SPECIAL REQUIREMENT: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a confidential, timely, and efficient manner.

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.