

SENIOR CASEWORKER

JOB CODE: 3300
DEPARTMENT: Tioga County Department of Social Services
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Grade XII (Reso 384-05)
ADOPTED: Revised 6/08, 03/13, 5/16, 01/20; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the determination and recommendation of the need for service, and the formulation and carrying out of case plans. 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. Although an incumbent may assist and train Caseworkers, supervision may occasionally be exercised over the work of Caseworkers and other subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Interviews applicants and persons referring cases of children needing care, supervision or services;
- Determining safety and risk;
- Recommends services necessary to carry out plans to meet the needs of individuals or families;
- Makes visits to applicants to ascertain the need for services;
- Develops involved or complex social histories and a plan of treatment which, with supervisor approval is the basis for delivery of the services;
- Leads and participates with Caseworkers in formulating service and work organization plans;
- In each case, in cooperation with the individual or family, plans the use 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 employees, relatives, friends, physicians, hospitals and other agencies;
- When foster care is necessary, determines how the child's needs can best be met in an institution or foster family home;
- Finds family homes interested in caring for children;
- Arranges for medical care of children if foster parents are unable to do so;
- Plans with parents and relatives for the care of children and the achievement of a timely discharge from foster care;
- Uses personal computer to perform case management tasks;
- Makes referrals to other agencies when indicated;
- Writes letters and reports as required;
- Periodically reviews cases to determine changes in client situations affecting the need for services;
- May assist a Case Supervisor in administering the work of the unit;
- May be responsible for agency wide staff development activities such as new worker orientation and the development and implementation of training plans.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of social casework and social group work including child social services; working knowledge of Federal, State and local Social Services law and programs; ability to apply knowledge in performance of duties; ability to use critical thinking to support decision making; skill in interviewing; knowledge of the techniques of preparing social studies; ability to establish and maintain successful relationships with people; ability to interpret the work of the agency; initiative; good powers of observation and analysis; physical condition commensurate with the demands of the position.

2. Senior Caseworker

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree AND two (2) years of full-time experience or its part-time equivalent in social casework with a public or private agency adhering to acceptable standards.

PROMOTIONAL

Must be permanently employed in the competitive class (or designated as non-competitive in accordance with Section 55A of Civil Service Law) in the Tioga County Department of Social Services and must have served continuously on a permanent or contingent permanent basis for twelve (12) months as a Caseworker.

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

SENIOR CASEWORKERS WILL BE REQUIRED TO PERFORM WORK ON-CALL HOURS AS A NORMAL FUNCTION OF THE POSITION.