

## **SENIOR CASEWORKER/RN**

**JOB CODE:** 2608  
**DEPARTMENT:** Tioga Co. Public Health Dept. and Dept. of Social Services  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** CSEA - Grade XV (Reso 136-01)  
**ADOPTED:** 9/00; added qualif note 3/02, 5/16, Revised 01/20; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** Under general direction, this position involves responsibility for the determination and recommendation of the need for services, and the formulation and carrying out of plans to meet the individual problems of identified cases, inclusive of performing medical and social assessment and/or case work services, related to long-term care and protective service needs of individuals and their families. The functional duties are similar to those of the Caseworker/RN, except that through training and experience Senior Caseworker/RN's have gained an expertise to handle more complex problems and solutions. In conjunction with a supervisor, employees in this class will assist in recommending and developing nursing and other related policies and procedures for the agency and insure that standards are maintained in accordance with such policies and procedures. Direct supervision may be exercised over the work of Caseworker/RNs, Caseworkers and other subordinates. Does related work as required.

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

- Assess and identify need for services related to the long-term health care and protective service needs of individuals and their families through home visits and in-depth interviews;
- Leads Caseworkers and participates in formulating and implementing plans to meet the medical, psycho-social, economic, safety and environmental needs of individuals;
- Conducts social and medical evaluations in conjunction with in-home personal care services and nursing home placements;
- Provides ongoing monitoring and assessment for change in clients' status and need for revisions in the plan of care and implementation of additional services;
- Establishes a relationship with individuals and families enabling them to maximize their independence and problem solving abilities;
- Provides counseling related to the resources available to meet the needs of individuals, promoting community independence and determining how an individual's needs can best be met in the least restrictive environment possible.
- Maintains New York State Health Department Certification for completion of Medical assessment and Pre-admission Review Instrument (PRI)/Screen for nursing home placement;
- Completes agency intakes, providing information and referrals as needed;
- Serves as liaison and assist in discharge planning with area hospitals;
- Maintains working relationships with various community agencies to which individuals and families are referred for services;
- Maintains case records, prepares reports and documentation as required;
- Assures quality control measures over agency programs, services, files and records in conformance with all internal and regulatory requirements;
- Attends continuing education seminars and workshops to maintain currency in medical assessment, nursing and social process and resource availability;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of modern principles of nursing process and case management at the level of Registered Professional Nurse; good knowledge of principles and practices of social casework; working knowledge of Federal, State and local Social Services, Department of Health and Department of Aging Services programs, as well as local community resources; ability to deal with high stress situations; ability to respond to constructive critique and direction in a positive manner; sensitivity to the reactions of others; good powers of observation and analysis; ability to effectively communicate both verbally and in writing;

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initiative; ability to report to various work sites as directed; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of New York State license as a Registered Professional Nurse AND **EITHER:**

- a. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree AND two (2) years full-time experience or its part-time equivalent in social casework or related human services work with a public or private agency adhering to acceptable standards, at least one of which involved practicing as a Registered Nurse; **OR**
- b. Six (6) years full-time experience or its part-time equivalent in social casework or related human services work with a public or private agency adhering to acceptable standards, at least one of which involved practicing as a Registered Nurse; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENTS:** 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.

**QUALIFICATION NOTE:** Experience in nursing will be considered as qualifying human service experience for this position.