

## **CASEWORKER - CHILD SPECIAL NEEDS PROGRAM**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for providing social work and case coordination services to families and children enrolled in early care programs administered through the county Public Health Nursing Office, including development of individualized family service plans relating to the social, emotional, physical, and economic circumstances of clients. Work is performed under supervision of a Program Coordinator with some leeway for the exercise of independent judgment in carrying out the duties of the position. Employees of this class are expected to meet with professionals or representatives of other agencies to obtain assistance and guidance for children and families.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Makes home visits to make evaluations and assessments for families referred for early care services;

Provides counseling to families based upon the Individualized Family Service Plan;

Coordinates transition of children and families based upon the Individualized Family Service Plan;

Collects and maintains data from various sources such as schools, human services personnel, or other staff members, to establish an overall approach to issue defined in the Individualized Family Service Plan;

Attends scheduled NYS Department of Health or other in-service training on early care or child development services;

Maintains liaison with various agencies or individuals to which families can be referred for services;

Periodically reviews cases to determine changes which would affect the need for services;

Maintains information on community and health resources which can be utilized in the

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implementation of the IFSP;

Prepares reports, processes data, and maintains records relating to case management activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of laws, rules, and regulations relating to administration of early care programs; good knowledge of techniques used in interviewing clients in a human services situation; working knowledge of practices and procedure used in coordinating services; working knowledge of social factors affecting families and children with disabilities; ability to establish and maintain effective relationships in helping others; ability to express ideas clearly and accurately and to present written material in a logical and comprehensible manner; ability to gain the trust and respect of others; and awareness of cultural diversity; and sensitivity to the needs of people from a variety of socio-economic backgrounds.

**MINIMUM QUALIFICATIONS**: Either:

- (A) Possession of a Bachelor's degree from a regionally accredited college or university or a New York State registered four-year college or university; or
- (B) Licensure as a Registered Nurse in the State of New York, and one year of nursing experience.

***SPECIAL REQUIREMENT (S) FOR APPOINTMENT***: *Employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.*

**NOTE**: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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