

**DISTINGUISHING FEATURES OF THE CLASS:** The Caseworker provides case work services for individuals and/or their families, including children, to assist them in their economic, emotional, social and environmental difficulties. The social case work is performed under direct supervision of a supervisory level Caseworker. The Caseworker in consultation with the supervisor formulates and carries out plans to meet the individual needs of the cases assigned. Does related work as required.

**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.*

Formulates and carries out plans to meet the needs of the individual or family;

Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;

Studies the background and need for care of the children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;

When foster care is necessary, determines whether the child's needs can best be met in an institution or a foster family home;

Plans with parents and relatives for the care of children and reestablishment of the home;

Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services;

Identifies the need for services through in-depth discussions with clients;

Maintains liaison with various individual agencies to which individuals and families can be referred for service;

Works closely with other staff personnel in carrying out the plan of services;

Reviews existing case records for available information for use in formulating a plan for treatment; Periodically reviews cases to determine changes in the individual or family situations affecting need for service.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Knowledge of federal, state, and local laws and programs relating to public welfare and the care of children; ability to establish and maintain successful relationships with others; good powers of observation and analysis; initiative; tact, judgment; courtesy; and emotional maturity.

MINIMUM QUALIFICATIONS: Either:

Candidate must meet one of the following minimum requirements:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher; or
- (B) Be certified as a Registered Nurse with one (1) year of experience in that position.

**NOTE:** *Bachelor Degree and/or college transcript must be submitted with application.*

**SPECIAL REQUIREMENT FOR APPOINTMENT:** *Candidates must possess a valid driver's license.*

**Background Investigation:** "Applicant may be required to undergo a State and National criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification."

**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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NYS Civil Service Commission Approval: N/A