

Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 03/25/2023
Approved by NYS OTDA: 06/06/2006

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing professional social services work, involving the determination and recommendation of the need for services, and the formulation and carrying out of plans to meet the individual problems of cases assigned. The functional duties are like those of Caseworker, except that through training and experience, Senior Caseworkers have gained the expertise to handle more complex problems and situations with less direct supervision. This position requires traveling to urban and rural homes. Supervision is normally exercised over Caseworkers, Social Welfare Examiners, volunteers and/or clerical employees. The work is performed under the supervision of a trained supervisor. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates and carries out plans to meet individual and family needs;
Interviews clients and collateral sources to determine need for services;
Investigates allegations of child or adult abuse/neglect to determine validity and need for intervention;
Provides casework counseling toward client self-sufficiency and improved functioning of the individual and family;
Recruits and utilizes a group selection process for studying prospective foster and adoptive parents;
Recommends foster homes for certification;
Recommends family homes for placement;
Determines the appropriate level of placement for adults and children;
Provides supportive services to children/adults in placement and to their caretaker;
Coordinates case needs with other DSS departments and with community resources;
Coordinates and develops treatment plans directed toward permanency planning for children;
Reviews cases on a scheduled basis, to determine on-going program eligibility and service need;
Petitions for Family Court intervention in child abuse/neglect situations;
Provides information through petitions, affidavits, testimony, reports and additional paperwork, as required for Family Court, Surrogate Court and Supreme Court;
Supervises home care program and determines service eligibility and need;
Maintains case records;
Interprets child and adult protective services to the professional and community organizations;
Assists Case Supervisor in administering the work of the unit;
Gathers information for the implementation of cost-effective services:
Required to travel to urban and rural homes.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of social casework; Good knowledge of techniques involved in making investigations; Good knowledge of Federal, State and local public welfare laws and programs; Good knowledge of the techniques of case recordings; Good knowledge of techniques involved in child placing, including selection and supervision of foster homes, and children in foster care; Ability to apply knowledge in performance of duties; Skill in interviewing; Ability to train and to accept responsibility for work of others; Ability to establish and maintain successful relationships with others; Initiative; Good powers of observation, perception and analysis; Sensitivity to the reactions of others; Emotional maturity; Sound judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Master's Degree; **OR**
- (B) Possession of Bachelor's Degree **AND** one (1) year of full-time experience in social casework* with a public or private agency.

*Social casework is defined to mean experience which shall have involved a one-to-one interaction with a client in order to actively facilitate the identification of client needs and goals through the interview process, as well as, the development of a service plan (i.e., identification and coordination of services available in the agency or the community to meet these needs and goals).

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
2. Statewide Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment.

NOTE: Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

Adopted: 07/11/1977, 02/03/1982
Revised: 12/28/1993, 02/15/1996, 09/19/1996, 12/29/2004, 05/03/2006, 03/31/2015, 02/23/2018, 01/02/2019, 01/17/2020, 03/25/2023