

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professional  
Revised: 05/03/06  
APPROVED BY NYS OCFS: 06/06/06

### **SENIOR CASEWORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Department of Social Services and 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 similar to 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 may require traveling to urban and rural homes. Supervision is normally exercised over Caseworkers, Medical Workers, Social Welfare Examiners, volunteers and/or clerical employees. The work is performed under the supervision of a trained supervisor. 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;  
May be 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) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, including or supplemented by at least twelve (12) credit hours in social work, sociology, psychology, or childhood development **AND** two (2) years experience in social work\* with a public or private social agency adhering to acceptable standards.

**\*Social work** 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 (ie: identification and coordination of services available in the agency or the community to meet these needs and goals).

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment, to meet the transportation requirements of the job.