



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:	<b>SENIOR CASEWORKER</b>
Jurisdictional Class:	Competitive
Civil Division:	Department of Social Services
Adoption:	CSM 11/06/76
Revised:	CSM 02/18/2000, 10/12/05, 4/13/16

---

#### **DISTINGUISHING FEATURES OF THE CLASS:**

Under general supervision a Senior Caseworker makes social studies to identify the need for social services, and renders social services to clients. The Senior Caseworker may supervise a small group of subordinate workers and volunteers, and does related work as required. A Senior Caseworker provides professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. The functional duties are similar to those of the Caseworker, except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision.

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

Interviews applicants and persons referring cases of children needing care, supervision, or services;  
Recommends services necessary to carry out plans to meet the needs of individuals or families;  
Makes visits to applicants to ascertain the need for services;  
Visits client homes, foster homes, institutions, schools, and other locations and coordinates the delivery of services;  
Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;  
Formulates plans to meet the needs of individuals and/or families, supervises the implementation of said plans, and routinely reviews progress/deficiencies;  
Prepares written case summaries and reports for Court and may give testimony in Court hearings;  
Aids individual Caseworkers in formulating service and work organization plans;  
In each case, assesses individual safety, risk and changes in circumstances affecting the need for services;  
Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;  
Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals, and other agencies;  
When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;  
Arranges for medical care of children in foster homes, takes children to doctors, dentists and clinics if foster parents are unable to do so;  
Plans with parents and relatives for the care of children and re-establishment of the home;  
Provides casework counseling and financial management assistance including assistance obtaining benefits, performing representative payee duties and responsibilities, monthly budgets, record keeping and reporting to the Social Security Administration;  
Makes referrals to other agencies when indicated;  
Writes letters and prepares a variety of computer based reports as required;  
Responds to emergency calls and crisis situations;  
Participates in the training and mentoring of new caseworkers;  
Assists a Case Supervisor in administering the work of the unit;  
Assists Case Supervisor to review and audit the work of the unit to ensure compliance with regulations and standards;  
Supervises one or more Caseworkers;  
Duties and responsibilities may vary according to program area.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of modern principles and practices of social case work and social group work including child welfare services;  
Working knowledge of Federal, State, and Local social services laws and programs;  
Ability to apply knowledge in performance of duties;  
Skill in interviewing;  
Knowledge of the techniques of preparing social studies;  
Ability to establish and maintain successful relationships with people;  
Ability to direct the work of others;  
Ability to interpret the work of the agency;  
Ability to operate an alphanumeric keyboard and computer terminal;  
Ability to write clear and accurate reports and records.  
Initiative;  
Good powers of observation and analysis;  
Imagination;  
Sensitivity to the reactions of others;  
Tact;  
Emotional maturity;  
Good judgment;  
Good health.

**MINIMUM QUALIFICATIONS: EITHER:**

- (A) Graduation from a regionally accredited or New York State registered 4-year college or university with a Bachelor's Degree in Psychology, Sociology, Social Work, Counseling, Nursing, Education, or other Human Services field AND 2 years of full-time satisfactory paid experience in social work with a public or private social agency adhering to acceptable standards; **OR**
- (B) Graduation from a New York State registered or regionally accredited four year college or university with a Bachelor's degree AND 3 years of satisfactory full-time paid experience in social casework with a public or private agency; **OR**
- (C) Possession of a current valid license to practice as a Registered Professional Nurse in New York State AND 3 years of post licensure experience as a Registered Professional Nurse; **OR**
- (D) 2 years full-time satisfactory paid experience as a Caseworker in a local social services agency in New York State; **OR**
- (E) A satisfactory equivalent combination of the above experience and education.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

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. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle Operator's license.