



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

**JOB SPECIFICATION**

Civil Service Title: **Caseworker**  
Jurisdictional Class: Competitive  
Civil Division: Department of Social Services  
Adoption: CSM 11/19/77  
Revised: CSM 3/09/88, 9/09/98, 7/12/00, 3/21/01, 1/15/09, 9/09/09, 2/10/10, 3/10/10, 2/8/12,  
1/14/15, 7/12/17, 10/19/21

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**DISTINGUISHING FEATURES OF THE CLASS:**

Under supervision, a Caseworker provides social work services for individuals and/or their families, including children, to assist them with their economic, emotional, social, and environmental difficulties; Does related work as required. Work is performed under the close supervision of a Case Supervisor Grade B, Senior Caseworker, or unit supervisor, with in-service training provided through the agency's staff development program. A Caseworker, in consultation with the supervising worker, formulates and carries out plans to meet the individual problems of the cases assigned.

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

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 children referred, securing information from the child himself, the family, relatives, schools, churches, family courts, and other agencies;  
When foster care is necessary, determines appropriate level of care to best meet the child's needs;  
Plans with parents and relatives for the care of children and reestablishment of the home;  
Establishes a relationship with individuals and families to engage them in the acceptance 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 services;  
Works closely with staff personnel from other agency departments in carrying out the plan for services;  
Reviews existing records for available information for use in formulating a plan of treatment;  
May file petitions in Family Court and testify in Family Court;  
Periodically reviews cases to determine changes in the individual or family situations affecting the need for service;  
Maintains case files according to required standards;  
Performs other duties related to the work or as assigned by the Supervisor.

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

Working knowledge of Federal, State and Local Social Services Laws and programs;  
Ability to establish and maintain successful relationships with people;  
Imagination;  
Sensitivity to the reactions of others;  
Good powers of observation and analysis;  
Initiative;  
Tact;  
Emotional maturity;  
Good judgment;  
Ability to be flexible and respond appropriately to change and emergencies;  
Ability to utilize an alphanumeric keyboard to access and retrieve information;  
Good time management skills;  
Ability to work independently but recognize the need for supervision;  
Physical condition commensurate with the demands of the position;

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a New York State registered or regionally accredited four-year college or university with a Bachelor's degree in Psychology, Sociology, Social Work, Counseling, Nursing, Education or other Human Services Field, Criminal Justice; OR
- (B) Graduation from a New York State registered or regionally accredited four-year college or university with a Bachelor's Degree AND one (1) year 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 one (1) year of post licensure experience as a Registered Professional Nurse; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENT(S):**

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.

**NOTE:**

In compliance with Section 424-a of the Social Service Law, those candidates who successfully pass the exam and who are being considered for employment will be required to sign a release form for clearance determination by the State Child Abuse/Neglect Central Register.

Appointment is contingent upon clearance by the State Child Abuse/Neglect Central Register.