

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CASEWORK ASSISTANT COORDINATOR **GRADE:** 09

TITLE ABBREVIATION: CASEWORK ASST COOD **TITLE NO.:** 6141

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: SOCIAL SERVICES **DIVISION:** HUMAN SERVICES

SUPERVISOR'S TITLE: CASE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the scheduling of transportation for children in foster care and the oversight and training of the staff that performs the transportation. This is a supportive function associated with the implementation and maintenance of Social Service programs within the Department of Social Services. The work is carried out under well established guidelines under the general supervision of a Case Supervisor. Leeway is allowed for exercise of independent judgment in routine matters. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans transportation of Foster Care children per court ordered mandates;

Schedules driving trips for Casework Assistants and Couriers based on number of appointments, time available, and proximity of destinations;

Assigns and reviews the work of Casework Assistants and Couriers in daily tasks and functions relating to transportation;

Trains new Casework Assistants and Couriers in professional use of county vehicles, effective use of driving time and daily tasks;

Conducts preliminary selection interviewing for Casework Assistant and Courier positions;

Contacts Foster Care homes for placement availability;

Coordinates Home Studies for custodial disputes with out-of-county probation departments.

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, or database software in performing work assignments;

Operates standard office equipment, such as calculators, fax, copy machines, or computer terminals and printers;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the road system and communities of Orange County; good knowledge of transportation scheduling and operating a motor vehicle safely; good knowledge of organizational functions, rules and policies; good knowledge of office terminology and procedures; skill in using a word processing system; ability to follow moderately complex oral and written directions; ability to get along with others; ability to coordinate, evaluate, and oversee the work of others; judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Completion of 60 credit hours of study at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and:
 - two (2) years of experience in scheduling transportation or dispatching vehicles, such as buses or taxis, one (1) year of which must have been in a position to direct or oversee the work of others; OR
 - two (2) years of experience in a social service position involving the transportation of Foster Care children; OR
- (C) An equivalent combination of training and experience as described in (A) and (B) above.