

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** SENIOR CASEWORKER-MENTAL HEALTH **GRADE:** 15  
(SPANISH/ENGLISH SPEAKING)

**TITLE ABBREVIATION:** SR CASEWRKR-MH, SP/ENG SPK **TITLE NO.:** 6615

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

**DEPARTMENT:** MENTAL HEALTH **DIVISION:** \_\_\_\_\_

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for providing specialized and emergency Casework services to clients of the Mental Health Department. Incumbents must be fluent in both English and conversational Spanish in order to perform intakes, assist in evaluations and provide casework services to patients with social, emotional and related difficulties, some of whom may be Spanish speaking. Work is performed under the general supervision of a higher level professional with leeway allowed for carrying out the details of the work. Supervision may be exercised over lower level professional and nonprofessional employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Performs intakes and recommends admission of candidates for treatment or emergency services;
2. Supervises and performs investigations for determination of client eligibility and services including collateral contacts;
3. Compiles case histories through contact with client, families, relatives, physicians and community agencies;
4. Prepares reports to the other members of the treatment team summarizing all pertinent information on the client;
5. Assists in planning, implementing and reviewing individual client programs;
6. Coordinates the activities of the treatment team within the clinic with services provided to minors by the various school systems in the County;
7. Performs casework services for clients, including home visits and participates in group treatment activity as a therapist.

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

Good knowledge of the social sciences, including sociology and psychology; good knowledge of techniques involved in making investigations and case records; good knowledge of the social and psychological factors influencing emotional disorders and mental conditions; when assigned to the Alcohol Clinic working knowledge of the social and psychological factors influencing alcohol abuse and alcoholism and techniques and procedures required to effectively treat alcoholism; skill in interviewing; ability to demonstrate a working proficiency in Spanish; ability to establish and maintain effective relationships with people of various social, cultural and economic levels; ability to supervise the work of others; ability to communicate effectively orally and in writing; good powers of observation and analysis; sensitivity for the reactions of others; initiative; tact; good judgment; emotional maturity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in health, education, psychology, counseling, rehabilitation counseling or social work; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of experience in psychiatric or social casework.

**SPECIAL REQUIREMENTS:**

In addition to meeting the qualifications listed above, candidates must demonstrate the ability to speak, understand and write conversational Spanish.

**NOTE:** Must possess the ability to fulfill the travel requirements of field assignments.

**NOTE:** Part-time experience will be pro-rated.