

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR SOCIAL CASEWORKER **GRADE:** 14

TITLE ABBREVIATION: SR SOC CASEWORKER **TITLE NO.:** 6672

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

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

SUPERVISOR'S TITLE: CASE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing specialized and emergency social casework services to families, children, and individuals where multiple problems effecting individual family life are involved. Incumbents are required to formulate and carry out plans to meet individual problems of assigned cases and coordinate specific programs as needed. Work is carried out according to New York State regulations. The work differs from that of a Caseworker in the complexity of assignment and responsibility. General supervision is received from a Case Supervisor and supervision may be exercised over a small number of Caseworkers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates reports of child abuse and/or neglect received from the New York State Child Abuse and Maltreatment Register, and determines whether or not the report is indicated or unfounded;

Assesses risk to children in abusive or neglectful situations to determine if children can remain at home. If a determination of imminent danger exists, makes protective removal and arranges safe placement for child;

Documents results of investigation and completes required forms;

Conducts a needs assessment to identify required services based on information from the child or individual, the family, relatives, schools, churches, family courts, and other agencies;

Works with families to formulate service plans, revise plans as needed and monitor provision of services to ensure safety of children;

Makes home visits to evaluate the home environment and monitor progress toward achieving goals;

Updates case records, writes letters and referrals, completes forms and reports in accordance with local and state regulations;

Enters all casework activity into a personal computer using a keyboard and retrieves information as needed;

Provides casework counseling and crisis intervention which includes arranging for and monitoring the provision of services to individuals or families, targeted to ameliorate circumstances or to protect individuals unable to protect their own interests;

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Maintains liaison with various agencies to which individuals and families can be referred for services as well as law enforcement agencies, courts, medical community, and school personnel in the course of their investigation and/or planning responsibilities;

May be involved in the initiation of court action when necessary; works closely with agency attorney in developing case for trial, provides testimony and accompany clients to court and other hearings;

May organize special projects, monitor programs and oversee regulatory compliance;

May represent the department or unit at functions and participate in workgroups and committees;

May train and mentor caseworkers and supervise subordinates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principals of social casework; good knowledge of techniques involved in making investigations and case records; good knowledge of federal, state and local public welfare and Social Service laws and programs; good knowledge of techniques involved in child protection, adult protection, and case planning; skills in social work interviewing; skills in risk assessment; ability to develop and use computer skills appropriate to the position; ability to train; ability to prepare clear records and reports; ability to establish and maintain successful relationships with people; ability to communicate effectively, both orally and in writing; initiative; good powers of observation; good perception and analysis; sensitivity to the reactions of others; good judgment, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (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 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 one (1) year full-time paid experience in social casework with a public or private social service agency.

SPECIAL REQUIREMENTS: Must possess a valid driver's license and be able to negotiate stairs while carrying thirty five pounds.