



## CASEWORKER

**GENERAL STATEMENT OF DUTIES:** 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 and to ensure that their basic needs are met; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Work is performed under the close supervision of a Supervising Caseworker, with in-services training provided through the agencies 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.

**EXAMPLES OF WORK:** (Illustrative only)

- Investigates allegations of child maltreatment and/or abuse, and Adult neglect and/or financial exploitation;
- Partners with individuals or families in person and/or over the phone to conduct an assessment of needs;
- 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;
- Completes referrals as necessary to meet economic, therapeutic, and basic needs such as food, clothing and shelter;
- Maintains liaison with community agencies to monitor individual or family success and plan for ongoing needs;
- Partners with Local, State and/or federal law enforcement agencies when necessary;
- Files petitions with Family Court in effort to engage families with necessary services when individuals or family are uncooperative, and safety of children is jeopardized;
- When foster care is necessary, determines whether the child's needs can be best met in an institution or a foster family home;
- Plans with parents and relatives for the care of children and re-establishment of the home;
- Supervises visits between biological families and children in foster care until reunification occurs;
- Attends family court proceedings, and monitors the departments and family's adherence to court orders;
- Maintains a detailed, written record of all actions and interactions during the life of the case;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** 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 reaction of others; good powers of observation and analysis; initiative; tact; emotional maturity; good judgment; good physical condition.



## **CASEWORKER**

ACCEPTABLE TRAINING AND EXPERIENCE: Either

A. Possession of a bachelors degree from a regionally accredited college or university or a NY State registered four year college or University, or

B. Possession of a current valid license to practice as a Registered Professional Nurse in New York State and one year of post licensure experience as a Registered Professional Nurse.