

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: This is professional casework involving responsibility for determining and recommending the need for service and formulating and carrying out plans to meet the individual problems of cases assigned. The incumbent may make unaccompanied visits to individuals who may have emotional, and/or psychiatric histories. A Senior Caseworker may also make unaccompanied visits to individuals with criminal histories. The position differs from Caseworker in that a Senior Caseworker handles more complex cases and situations with less direct supervision. Senior Caseworkers may be assigned as liaisons or coordinators of projects or programs. The work is performed under the general supervision of a Case Supervisor Grade B, Senior Employment Coordinator, Head Social Services Examiner, or Aging Services Coordinator II. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews applicants and persons referring cases of children or adults needing care, supervision, or services;
Recommends services necessary to carry out plans to meet the needs of individuals or families or new referrals;
Makes visits to applicants' homes to ascertain the need for services;
Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
Aids individual Caseworkers in formulating service and work organization plans;
In each case, in cooperation with the individual or family, plans the use of available resources;
Studies the background and need for care of children referred, securing information from the child, the family, relatives, schools, churches, family courts and other agencies;
Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;
When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
Finds family homes interested in caring for children;
Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;
Arranges for medical care of children in foster homes and takes children to doctors, dentists, and clinics if foster parents are unable to do so;
Plans with parents and relatives for the care of children and re-establishment of the home or the resolution of conflicts in families;
Makes referrals to other agencies when indicated;
Writes letters and reports as required, including those for input into the computer;
Periodically reviews cases to determine changes in client situation affecting the need for service;

Assists a Case Supervisor in administering the work of the unit;
Participates in providing social services to persons in special programs such as PINS and JDS;
Follows through on Hot Line calls, makes rapid assessments, reacts on crisis interventions;
Investigates complaints of child abuse or neglect;
Conducts investigations and/or obtains information from parents, neighbors, relatives, the courts, employees, medical practitioners, attorneys and related public or private agencies;
Prepares court petition, case summaries, and, if necessary, appears as a witness in court hearings or trials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of social casework and social group work;
Good knowledge of Federal, State, and local Social Services laws;
Good knowledge of the principles underlying human behavior and growth;
Working knowledge of the techniques of preparing social studies;
Skill in interviewing;
Ability to apply knowledge of social service laws in performance of duties;
Ability to establish and maintain successful relations with others;
Ability to interpret the work of the agency;
Good powers of observation and analysis;
Good judgement.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two years of experience in social casework with a public or private agency adhering to acceptable standards.