Senior Caseworker

GENERAL STATEMENT OF DUTIES: Under general supervision a Senior Caseworker makes social studies to identify the need for social services, and renders social services to clients. The Senior Caseworker may supervise a small group of subordinate workers and volunteers, and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: A Senior Caseworker provides professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. The functional duties are similar to those of the Caseworker, except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision.

EXAMPLES OF WORK: (Illustrative only)

-Interviews applicants and persons referring cases of children needing care, supervision or services;
-Recommends services necessary to carry out plans to meet the needs of individuals or families;
-Makes visits to applicants 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 to be made of available resources;
-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;
-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, 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;
-Makes referrals to other agencies when indicated;
-Writes letters and reports as required;
-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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of modern principles and practices of social casework and social group work including child welfare services; working knowledge of Federal, State and local Social Services laws and programs; ability to apply knowledge in performance of duties; skill in interviewing; knowledge of the techniques of preparing social studies; ability to establish and maintain successful relationships with people; ability to direct the work of others; ability to interpret the work of the agency; initiative; good powers of observation and analysis; imagination; sensitivity to the reaction of others; tact; emotional maturity; good judgment; good health.

MINIMUM QUALIFICATIONS

ACCEPTABLE TRAINING AND EXPERIENCE: Candidates must meet one of the following requirements:

Either (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree and two years full time satisfactory paid experience in social work with a public or private social agency adhering to acceptable standards;

Or (B) Graduation from a regionally accredited or New York State registered two year college with an associate degree, or two years of full time attendance at a regionally accredited or New York State registered four year college or university; and four years full time satisfactory paid experience of which two years must have been in social work and the remaining two years in (1) social work with a public or private social agency adhering to acceptable standards, or (2) in supervised teaching in an accredited school;

Or (C) Graduation from high school or possession of a high school equivalency diploma and six years full time satisfactory paid experience of which two years must have been in social work with a public or private social agency adhering to acceptable standards, and the remaining four years in (1) social work or (2) in supervised teaching in an accredited school;

Or (D) Two years full time satisfactory paid experience as a Caseworker in a local social services agency in New York State;

Or (E) A satisfactory equivalent combination of the above experience and education.