



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Job Opening **Senior Caseworker** Schuyler County Department of Social Services

LAST DATE TO FILE: Applications accepted until position is filled. **SALARY:** \$24.48/hr

HOW TO APPLY: Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time there is one full time vacancy in the Schuyler Co. Department of Social Services Children's Services Unit. **The candidate selected will need to take a civil service exam at a later date and be reachable on the list.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION:

The work involves responsibility for providing social work services for individuals, including adults, children, their families or caregivers. The focus of the work is on assisting clients with their economic, emotional, social and environmental difficulties. The functional duties are similar to those of Caseworker, except that through training and experience the Senior Caseworker has gained the expertise to handle more complex problems and situations with less direct supervision, and the Senior Caseworker mentors Caseworkers and will supervise Caseworkers as required. Work is performed under the direct supervision of the Supervising Caseworker. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates allegations of child or adult abuse or neglect to determine validity and need for intervention;
Reviews existing case records for available information to use in formulating a plan of treatment;
Provides casework counseling toward client self-sufficiency and improved functioning of the individual and family;
Makes necessary collateral contacts to gain knowledge to formulate and carry out plans and makes referrals as needed;
Visits houses of clients, foster parents, family daycare providers, institutions or other agencies to make necessary assessments and coordinate the delivery of service;
Assists Caseworkers with their work plans and reviews and approves plans, reports, and assessments as assigned;
Attends supervisory case conferences to discuss and develop case plans;
Maintains accurate and complete business records in accordance with federal, State and local regulations;
Timely entering of required documentation into State and local computer systems;

Plans with parents and extended relatives for the care of children or adult family members;
Appears in court as a child or adult advocate or witness;
Provide Supervision over Caseworkers as required;
Shares in rotational on-call duties (Child Protective Services Unit only);
Attend various State and local meetings as assigned.

MINIMUM QUALIFICATIONS:

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 (or higher) in Human Services, Psychology, Social Work, or closely related field, and two years of experience in a Department of Social Services as a Caseworker in Children Services.

SPECIAL REQUIREMENT:

Applicants must possess a valid New York State Driver's License to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation needs of the job. Applicants must pass required clearances and screenings.

Date Issued: March 4, 2020