



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Job Opening

Caseworker – 2 vacancies

Schuyler County Department of Social Services

LAST DATE TO FILE: Applications accepted until position is filled **SALARY:** \$23.00/hr

VACANCY: At the present time, there is one full time, opening in the Schuyler County Social Services Department – Children’s Services Unit **AND** one full time, opening in the Schuyler County Social Services Department – Adult Services Unit. The persons hired will need to take a Civil Service test at a later date, and be reachable on the list to gain permanency in the position.

HOW TO APPLY: Applicants must submit a Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute “See Resume”** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

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 the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION:

The work involves responsibility for providing social work services for individuals, including children, and their families or caregivers. The focus of the work is on assisting clients with their economic, emotional, social and environmental difficulties. The Caseworker, in consultation with the Case Supervisor Grade A, or Case Supervisor Grade B, or Senior Caseworker, formulates and carries out plans to meet the individual problems of the cases assigned. The work is performed under the general supervision of a Case Supervisor Grade A, or Case Supervisor Grade B, or Senior Caseworker, with in-service training provided through the agency. Does related work as required.

TYPICAL WORK ACTIVITIES:

Formulates and carries out plans to meet the needs of the individual or family and routinely reviews progress with supervisor;
Maintains copious records of all case notes on a personal computer;
Investigates reports of abuse or neglect of children or adults;
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 referred children, securing information from the child, family members, schools, physicians and others familiar with the child’s situation;
Reviews existing case records for available information for use in formulating a plan of treatment;
Plans with parents and relatives for the care of children and reestablishment of the home;
Determines when a child’s needs can best be met in an institution or foster family home;

Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services;
Visits houses of clients, foster parents, family daycare providers, institutions or other agencies and coordinates the delivery of service;
Appears in court as a child or adult advocate or witness;
Maintains liaison with various agencies to which individuals and families can be referred for services;
Works closely with other staff personnel in carrying out the plan for services;
Periodically reviews cases to determine change in the individual's or family's situations affecting the need for services;
Provides casework counseling in a number of areas including available community services, financial management and parenting in an effort to prevent possible problems in the future.
Shares in rotational on-call duties (*Child Protective Services Unit staff only – prior to hire date of 5/1/14. Any hire into the Child Protective Service Unit or Preventive Service Unit on 5/1/14 or later will be required to share in on-call duties.*)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State, and local Social Service law and programs;
Good knowledge of local community service agencies and their programs;
Good knowledge of interviewing techniques and practices;
Ability to maintain successful relationships with people both within and outside the agency;
Ability to counsel individuals in the areas of economic, social, emotional and vocational problems;
Ability to communicate both orally and in writing;
Ability to prepare records and reports;
Sensitivity and empathy to the problems and concerns of others;
Good powers of observation and analysis;
Initiative, tact, and good judgment;
Ability to perform duties within NYS mandated timelines;
Physical condition commensurate with the demands of the position.

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.

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.

Applications and announcements are available at www.schuylercounty.us
or the Schuyler County Civil Service Office,
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