



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening

Caseworker Assistant

Department of Social Services

LAST DATE TO FILE: Applications accepted until position is filled.

HOURLY RATE: \$21.72/hour with excellent benefit package ranging from \$9,099 - \$27,030 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. For full details on benefits the CSEA Admin Unit contract can be found at <http://www.schuylercounty.us/DocumentCenter/View/566/CSEA-Local1000-Admin-Unit-1-1-2020-to-12-31-2025?bidId=>

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. Applications can be located at the Civil Service office or online at www.schuylercounty.us

VACANCY: At the present time, there is one full-time (35 hours/week) opening in the Schuyler County Department of Social Services. **The person 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.**

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: This is a paraprofessional position which involves the performance of supportive service functions associated with the implementation and maintenance of Social Services Programs. The work is carried out in accordance with well established guidelines. The purpose of the class is to relieve the professional staff of the more routine duties that can be performed by the Caseworker Assistant. The incumbent of this position receives direct supervision from a Caseworker or senior level staff member, with some leeway in the use of independent judgment in routine matters. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides Caseworker with information (e.g., family progress, conflicts, etc.) gathered during visits with clients.

Interviews clients and their families to gather information on the need and the eligibility for community and agency services and resources, making home and/or office visits when necessary.

Assists in studying background and need for care of children referred, securing information from the child, the family, relatives, therapists, family courts, schools, probation agency personnel and other outside agencies.

Responsible for preparing progress reports concerning clients in narrative report form or by dictation.

Responsible for the transportation and supervision of parents and their children who require court ordered supervised visitation.

Assists in the development of treatment plans.

Arranges for foster home placements or residential placement services for children identified to be in need of these services.

Assists in providing direct counseling to motivate child and/or family to increase their capacity to handle problems.

Assists staff with the encoding of computer data for entry into the State CCRS and WMS systems.

Supervise court ordered visits and provide transportation at times for visits and appointments.

May testify in Family Court when necessary.

May attend Fair Hearings when necessary.

When Assigned to Eligibility or Administrative Support Units:

Performs initial screening of applicant to determine potential eligibility.

Advises clients of available services and the requirements for such services.

Identifies client needs and makes referrals to the appropriate agency unit or community resource.

Makes recommendations to clients for possible diversionary services to relieve long term dependency.

Assists agency staff from all units to minimize waiting time for the client and streamline the application process.

Accesses and reviews WMS data and authorizes limited services according to established procedures.

May issue required decision notices for emergency assistance or immediate needs determination in accordance with established guidelines.

MINIMUM QUALIFICATIONS: Either

- A. Possession of an Associate's Degree in Human Services or a related field (i.e. Psychology, Social Work, Gerontology, Vocational Counseling, Occupational Therapy, Physical Therapy, Recreation Therapy, etc.), Counseling, Occupational Therapy, Physical Therapy, Recreation Therapy, etc.), and one year of experience in a human services agency providing direct client services which include identifying client problems, helping clients understand the problems, and helping the client practice ways to solve the problems. OR**
- B. Possession of an Associate's Degree in any non related field and three years of experience in a human services agency providing direct client services which include identifying client problems, helping clients understand the problems, and helping the client practice ways to solve the problems.**

**** Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SUBSTITUTION NOTE: A Bachelor's Degree (or higher) in Human Services or a related field (i.e. Psychology, Social Work, Gerontology, Vocational Counseling, Occupational Therapy, Physical Therapy, Recreation Therapy, etc.), may be substituted for the minimum qualifications as described above.

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.

SPECIAL NOTE: Candidates for the position must pass NYS Central Registry (SCR) and other background clearance checks.

Date Issued: September 9, 2022