

PLEASE POST CONSPICUOUSLY

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Department of Social Services**

***Senior Caseworker***

**\$52,103 - \$61,708**

**DATED: September 26, 2024**

**LAST DAY FOR FILING: October 9, 2024**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The 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 determined eligible. The functional duties are similar to those of the subordinate staff, except that through training and experience, senior caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision. The senior caseworker ensures that subordinate workers are trained and in compliance with regulatory standards and takes progressive action with the assistance of a supervisor to correct performance issues. Performs and trains staff to perform on-call services. Must have flexibility of schedule to meet individual case needs, and extra hours/overtime may be required.

**EXAMPLES OF WORK:** (Illustrative only)

- Interviews applicants and persons referring cases to assess needs for supervision or services;
- Makes home/field visits to applicants/service providers to ascertain the need for services and assess safety/risk of harm and implement safety/risk reduction plans as needed;
- Recommends and/or makes referrals to other agencies when indicated to carry out plans to meet the needs of individuals or families;
- Develops involved or complex social histories and a plan of response which is the basis for delivery of the services;
- Provides direct supervision to subordinate staff that are assessing and formulating service plans and follows through until case resolution as well as manage work organization plans;
- Focuses on good faith, diligent efforts to meet plans of individuals or families with urgency;
- In each case, in cooperation with the individual or family, plans the use to be made of available resources;
- Assesses the background and need for safety/risk reduction for persons referred, securing information from individuals, the family, relatives, schools, churches, family courts and other agencies;
- Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;
- When out of home placement is necessary, determines the least restrictive setting where the person(s) needs can safely be met;
- Refers to services, monitors, and/or assists when necessary, to ensure needs are met (medical, clinical, etc.);
- 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;
- Plans with family members and community resources for the care of individuals for safety, permanency and well-being of needy adults and children;
- Develop subordinates to focus on goals of their program area within rules, regulations and timeframes, and philosophies as trained by State offices;
- Reviews cases as required and/or as needed for safety planning to determine changes in client situation affecting the need for service;
- Completes legal activities and complies with actions required in court systems;
- On-call duties for after hour's services to be completed as assigned;
- Assists the supervisor in administering the work of the unit including meeting regulatory requirements within required timeframes;

- Requires the use of a PC, laptop, smart phone or similar computer equipment in preparing case files, written letters and reports, etc. as required including NYS or Local computer programs such as Connections, Welfare Management System, Centraport, etc.;
- Review financial information and approve and make payments when appropriate.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of modern principles and practices of social casework and social group work; working knowledge of Federal, State and local public welfare laws and programs; knowledge of the techniques of preparing social studies; ability to apply knowledge in performance of duties; ability to establish and maintain 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; ability to enter case notes and other original source documents in PC or similar computer equipment; ability to interview clients; good powers of observation and analysis; sensitivity to the reactions of others; initiative; tact; emotional maturity; good judgment; Must have flexibility of schedule to meet individual case needs, and extra hours/overtime may be required.

**PROMOTIONAL QUALIFICATIONS:** Candidate must have one (2) years permanent status as a Caseworker in the Otsego County Department of Social Services at time of appointment.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited college or university with a Bachelor's Degree or higher in human services field\*; AND

- (a) Two (2) years of full time satisfactory paid experience as a Caseworker in a local department of social services agency in New York State; OR
- (b) Two (2) years of full time satisfactory paid experience in Case Management in a human services field in a public or private social agency adhering to acceptable standards; OR
- (c) An equivalent combination of training and experience as outlined in (a) and (b) above.

**\*Notes:** For purposes of qualifying for this title, a "human services field" includes social work, psychology, nursing, education, counseling, community mental health, or child and family services. Credit will be given for a master's degree equivalent to one (1) year paid work experience in human services.

**SPECIAL REQUIREMENTS:** A valid New York State driver's license and acceptable driving record is required at time of appointment and must be maintained during employment; or must be able to satisfy the travel requirements of the position throughout employment.

Applicants may be required to undergo a Local, State, and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Human Resources Office, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)