

Please Post Conspicuously

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY FOR  
THE FOLLOWING VACANCY:**

**Department of Social Services**

***Caseworker***

**\$49,313 – \$58,383**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** Work shall be performed under the close supervision of a supervising caseworker or director/assistant director, with in-service training provided through the agency's staff development program. The caseworker, in consultation with the supervising worker, formulates and carries out plans to meet the individual problems of the cases assigned. Incumbent must be available for periodic on-call coverage and be able to satisfy the travel requirements.

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

- Formulates and carries out plans to meet the needs of the individual or family;
- 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 children referred, securing information from the child him/herself, the family, relatives, schools, churches, family courts and other agencies;
- When foster care is necessary, determines whether the child's needs could best be met in an institution or a foster family home;
- Plans with parents and relatives for the care of children and re-establishment of the home;
- Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services;
- Identifies the need for services through in-depth discussions with clients;
- Maintains liaison with various individual agencies to which individuals and families can be referred for services;
- Works closely with other staff personnel such as homemakers in carrying out the plan for services;
- Reviews existing case records for available information for use in formulating a plan of treatment;
- Periodically reviews cases to determine changes in the individual or family's situations affecting need for service;
- On-call duties for after hour services to be completed as assigned;
- May require the use of a PC or similar computer equipment requiring the manipulation of a standard alphanumeric keyboard in preparing case files, etc.
- Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to establish effective working relationships with clients, children and co-workers; ability to operate a personal computer; ability to communicate effectively both orally and in writing; ability to organize and maintain accurate records and files; ability to follow oral and written directions; ability to aid clients with completion of required forms; ability to assist clients to meet their needs; ability to compile simple reports; maturity; tact; sensitivity; good judgment.

**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.

**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.

**NOTE:** 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.

CLASSIFICATION: Competitive

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

Dated: January 1, 2025