

Please Post Conspicuously

OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY

FOR THE FOLLOWING VACANCY:

Department of Social Services

Caseworker

\$38,959 – \$46,114

EOE

GENERAL STATEMENT OF DUTIES: Under supervision, the caseworker provides social work services for individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties; does related work as required.

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 will drive a personal or County vehicle in the course of their employment.

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.;
- Incumbent will drive a personal or County vehicle in the course of their employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: The caseworker shall possess some knowledge of federal, state and local public welfare laws and programs; the ability to establish and maintain successful relationships with people; sensitivity to the reactions of others; good powers of observation and analysis; ability to enter case notes and other original source documents in PC or similar computer equipment; initiative; tact; emotional maturity; good judgment and good health.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree or higher from a regionally accredited college or university or a New York State registered four year college or university

SPECIAL REQUIREMENTS: A valid New York State driver's license and acceptable driving record is required at time of appointment. A valid New York State license must be maintained during employment. Incumbents will be required to have a personal vehicle available for use in carrying out field assignments.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com

DATED: January 13, 2021