

**Please Post Conspicuously**

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Office for the Aging**

***Caseworker***

**\$35,660 – \$42,150**

**DATED: October 15, 2021**

**LAST DAY FOR FILING: October 29, 2021**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** Under supervision, the Caseworker provides professional casework services to the elderly and their caregivers and/or individuals of any age who are disabled or in need of Long Term Supports and Services. The incumbent assesses client needs and obtains needed services and provides unbiased information and assistance to the consumer, their caregiver or other interested parties. The work is performed under the general supervision of the Director or Assistant Director of Office for the Aging or Long Term Care Coordinator. The incumbent may exercise supervision over subordinates; does related work as required.

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

- Reviews referrals of clients to the Office for the Aging/NY Connects to establish the type of assistance or service needed;
- Conducts No Wrong Door Screens;
- Works with Social Workers and hospital discharge planners in identifying the needs of the elderly/ those in need of Long Term Services and Supports who are in a pre-discharge situation to assure the availability and continuity of needed services upon their discharge from either a hospital or a health-related facility;
- Develops care plans for aging related services based on assessments of the needs of impaired elderly clients and prepares recommendations for future actions based on follow-up home visits;
- Executes plans developed in case assessments, authorizes delivery of planned supportive services and follows up on actions taken by public and private service providers to make certain that goals and objectives are met;
- Coordinates a variety of services provided by both public and private agencies, monitors and assesses the effectiveness of the services provided;
- Acts as an advocate for the aged, their caregivers and others in need of Long Term Services and Supports in dealing with public and private services;
- Provides direction and assistance to the elderly, their caregivers, others in need of Long Term Services and Supports to enable them to develop a capability to work independently wherever possible to satisfy their needs;
- Works cooperatively with service providers and Office for the Aging/NY Connects staff to make certain that the needs of elderly clients and others in need of Long Term Services and Supports are being met through the developed care plan;
- Periodically monitors, evaluates and reassesses cases as required to determine individuals' or families' situations which could affect any change in need for services;
- Meets with and establishes working relationships with the Aged, their families and others in need of Long Term Services and Supports to provide continuity of supportive services;
- Works closely with family members, caregivers and a variety of public service agencies (i.e. Social Services, nursing services, Mental Health) to assure delivery of supportive services in a safe setting for the elderly;
- Writes case notes and conducts inspection of records of clients and providers and enters data in a computer;
- Calculates income eligibility if required for various programs and prepares program statistical and narrative reports;
- 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:** Good knowledge of the characteristics, needs and interests of the aging and those in need of Long Term Services and Supports; working knowledge of community agencies, facilities and services which can be utilized by the elderly and those in need of Long Term Services and Supports; working knowledge of the practices and procedures of social work and of the social factors related to gerontology and individuals with disabilities; ability to travel to client homes for case management purposes related to assessment of need, evaluation of client and surroundings; ability to communicate clearly and effectively both verbally and in writing especially in dealing with the elderly and those in need of Long Term Services and Supports; ability to enter case notes and other original source documents in PC or similar computer equipment; tact; courtesy; integrity; ability to perform essential function of the position.

**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 must have access to reliable transportation to meet field work requirements made in the ordinary course of business and to participate in trainings and other community activities in a timely and efficient manner.

CLASSIFICATION: Competitive

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