

## CASEWORK ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves providing support to Caseworkers in the Department of Social Services and assistance to clients whose children are in placement or at risk of placement. The incumbent performs a wide variety of tasks including but not limited to transportation of clients to various appointments, supervision of family visits and timely documentation of efforts. The work is performed according to Federal, State and local social service regulations under the supervision of a higher level staff person. A Casework Assistant does related work as required.

### TYPICAL WORK ACTIVITIES:

- Operates a motor vehicle in order to transport clients to various appointments including but not limited to medical, psychological, visitation, activities, events, meetings, etc.;
- Picks up and delivers supplies, equipment, messages etc.;
- Performs various clerical functions including but not limited to filing, data entry, faxing;
- Requests reports/records from service providers;
- Manages and maintains storage of files, etc.;
- Supervises visits on site, at family residences and/or in the community and provide timely documentation of efforts;
- Documents work efforts and activities in computer system.

### FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of safe driving practices; working knowledge of modern social work practices; ability to assess and document parenting ability; ability to take direction from caseworkers and supervisors; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited two year college with an associates (or higher) degree in human services or a related field; OR
- B) Graduation from high school or possession of a high school equivalency diploma and two years of substantial face-to-face human services client contact; OR
- C) Any combination of training and experience equal to or greater than that specified in (A) and (B) above.

SPECIAL REQUIREMENT: Must possess and maintain a New York State Driver's License and the availability of an appropriate vehicle in meeting the Transportation requirements of the job.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: