

## CASEWORKER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing social work services for individuals and/or their families in order to assist them with their economic, emotional, social, and environmental difficulties. The work is carried out in a variety of service areas including foster care, adoption, general family, adult protective and child protective services, and services to the elderly in accordance with Federal, State, and local policies and procedures. Work is performed under general supervision. A Caseworker Trainee does related work as required. Trainee appointments consist of a probationary period of between 12 and 52 weeks following which incumbents receiving satisfactory ratings qualify for advancement to the title of Caseworker without further examination.

### TYPICAL WORK ACTIVITIES:

- Develops, revises, and implements service plans to meet the needs of the individual or family;
- Discusses problems with clients and encourages them to find solutions to their problems;
- Makes recommendations for services and certifications;
- Refers clients or others to resources available within the community or elsewhere within the agency;
- Explains policies, procedures, rules, regulations, and legal requirements to clients;
- Gathers information from people wishing to become foster parents or adoptive parents;
- Conducts studies of the home environments of prospective foster parents or adoptive parents in order to assess the appropriateness of a placement;
- Contacts professionals such as doctors and psychologists in effort to secure reports or evaluations for use in developing recommendations as to necessity of a placement;
- Submits written case summaries to family court judge recommending placements where alternatives are not available;
- Oversees the continuing foster or adoptive home placement;
- Provides counseling to unwed mothers to assist them in arriving at decisions about their and/or their baby's future;
- Provides services to individuals having difficulty with landlords, housing, and problems of daily living;
- Investigates adult abuse and may refer indicated cases to attorney for legal action;
- Does intake on abuse/neglect complaints and gathers description of complaint and associated information;
- Investigates child abuse/neglect complaints visiting subjects to determine substance of complaint and inform parents of rights;
- Removes children from environment to an emergency shelter if in imminent danger;
- Decides whether a case is an indicated abuse/neglect case and takes appropriate action;
- Discusses cases with supervisor to inform of progress, obtain suggestions, determine outcomes, and arrive at decisions;
- Completes a variety of periodic reports required by the State and Local Agency;
- Files abuse/neglect petitions;

- Participates in hearings in order to have cases adjudicated as one of abuse or neglect;
- May be required to transport clients and/or members of their family;
- Attends in-service training in order to broaden skills.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of current social problems and their effects on individuals, groups, and society; working knowledge of interviewing techniques and human behavior; ability to acquire a knowledge of established and changing laws, regulations, rules, procedures, policies, and systems as they relate to social casework; ability to communicate effectively both orally and in writing; good powers of observation and analysis; tact; emotional maturity; good judgement.

MINIMUM QUALIFICATIONS:

A) Possession of a bachelor's degree including or supplemented by 21 credit hours in the social or behavioral sciences;

OR

B) Possession of a bachelor's degree and one (1) year of social casework experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. 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 New York State Civil Service website. You must pay the required evaluation fee.

*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.

*SPECIAL REQUIREMENT FOR DEPARTMENT OF SOCIAL SERVICES:* New hires will be required to submit to and pass a pre-employment Staff Exclusion List (SEL) check and a State Central Register (SCR) background check due to access and exposure to child abuse and maltreatment records.

## CATTARAUGUS COUNTY CIVIL SERVICE

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