

CASEWORKER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position in the competitive class for which candidates are selected to serve a term of appointment for one year. An appointee who satisfactorily completes one year of permanent competitive class service as a Caseworker Trainee will be advanced to the position of Caseworker without further examination. Work is performed under close supervision with in-service training provided through the agency's Staff Development Coordinator and Services supervisory staff. The incumbent learns how to formulate and carry out plans to meet the individual problems of the cases assigned. The incumbent also provides social work services for individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties. Work is performed under the direct supervision of a higher-level staff. Supervision over the work of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Learns and performs:

- Identifies the need for services through in-depth, face-to-face interviews and discussions with clients;
- Provides strength-based casework counseling to individuals and families to motivate them to increase their own capacity and confidence in their ability to handle problems;
- Formulates and implements plans with families or individuals to meet their needs;
- Assesses the need for and arranges support services that may be required for the adults or children being served and facilitates client's referral to needed services;
- Maintains liaison with various agencies to which individuals and families have been referred for services;
- Coordinates and monitors services in order to provide the client with a cohesive plan and, where necessary, update plans;
- Studies the background and need for service, protection, or care of clients referred, securing information from the client, the family, relatives, schools, churches, family courts, and other agencies;
- Provides or arranges protective or placement services for clients;
- Determines at which level of care the client's needs can best be met;
- Reviews existing case records for available information for use in formulating a plan of care;
- Reviews and updates cases periodically to determine change in individual's or family's situation affecting need for service;
- Prepares and submits written materials in a timely fashion for case records, computer data entry, the courts and referrals.

Continued on Page 2

CASEWORKER TRAINEE

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to learn a working knowledge of Federal, State and local social services laws and programs; ability to learn a working knowledge of current principles, practices and techniques of social casework; ability to acquire skill in interviewing techniques; ability to understand and empathize with the needs and concerns of others; ability to establish and maintain successful relationships with people; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; ability to operate a personal computer and utilize common office software programs; ability to communicate effectively both orally and in writing; ability to manage multiple priorities; good problem solving skills; good powers of observation; timeliness; good judgment; emotional maturity; tact and resourcefulness; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

APPROVED: FEBRUARY 12, 1993

REVISED: 5/23/18, 2/5/19; 1/29/20

CIVIL SERVICE CLASSIFICATION: COMPETITIVE