



PROVISIONAL OPENING FOR A SENIOR CASEWORKER

There is a **provisional opening in the Allegany County Department of Social Services for a full time

Senior Caseworker

Salary \$24.39 ~ \$30.62/hr.

The work involves responsibility for providing social work services for individuals and families to assist them with their economic, emotional, social and/or environmental difficulties by providing direct services or making the necessary service referrals to address the problems identified throughout the life of a case. The position differs from Caseworker in that, through training and experience, the Senior Caseworker handles more complex problems and situations. The Senior Caseworker may provide some supervision to Caseworkers. The work is performed under the direct supervision of a Case Supervisor, Grade B with mandated training provided through the State and the agency. Does related work as required.

Thorough knowledge of State and Federal laws and rules governing Social Service programs; good knowledge of community service agencies and programs; good knowledge of interviewing and investigative techniques and practices; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to counsel individuals in the areas of economic, social, emotional and vocational problems; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs; ability to develop and implement a service plan for individuals and/or families; ability to plan and supervise the work of others; ability to understand and empathize with the needs and concerns of others; ability to analyze and organize data and prepare records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and one (1) year of experience in social casework**.

**Definition: Social Casework is defined as maintaining a caseload of clients which includes making assessments for multiple services, coordination of services and performance of follow up visits to continually reassess client needs, and/or child protective service functions including field visits, interviews and referrals of needed services.

Social Casework experience does NOT include determining eligibility for benefits, such as food stamps, medical assistance, housing, child support, emergency services, day care, HEAP assistance, etc., or coordination thereof.

Special Requirement: Possession of a valid driver's license is required at time of appointment and maintained during employment.

**This is a competitive class position, provisional candidate *must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.*

**** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.**

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department. There is no fee at this time.