

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. The incumbent learns how to formulate and carry out plans to meet the individual problems of the cases assigned. The work involves providing limited professional casework services to clients and their families in a local social services district while undergoing extensive formal and informal in-service training in applicable laws, regulations, and social casework practices and procedures. Incumbents must be able to work and stay calm in stressful situations, particularly those requiring crisis intervention. The work is performed under the direct supervision of a caseworker or other supervisory or administrative staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in interviewing clients, family members, and others to gather information related to economic situation, emotional state, social relationships, personal characteristics, education and employment information, living arrangements, etc.; Assists in the review of existing case records and consultations with agency staff to obtain additional background information; Consults with other service agencies who may be involved with clients and their families; Assists in the evaluation of available information and in identifying the need for services; Assists in formulating a service plan to meet the needs of the client and their family; Discusses relevant portions of service plan with client and family and establishes a relationship with them to persuade them to cooperate and participate in the plan; Assists in counseling to motivate the client and their family and to increase their capacity and confidence in their ability to handle problems; Assists in monitoring the progress of client and family and conducts regular and special case reviews to determine the effectiveness of the service plan and the need for modification, deletion, and/or addition of services; Assists in making recommendations as to what type of foster care would best meet the needs of a child; Assists in working with the child's family in order to return a child in foster care to his or her home as soon as circumstances and conditions permit; May assist in the preparation for testifying in a court of law or administrative hearing.

ENTRY LEVEL, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Ability to learn a working knowledge of relevant Federal, State, and local laws, regulations, and procedures; Ability to learn a working knowledge of social casework principles and practices; Working knowledge of economic, emotional, social, and environmental factors that affect clients and their families; Good knowledge of interviewing principles and techniques; Ability to establish and maintain effective helping relationships with clients and families; Good powers of observation; Ability to analyze human problems and to formulate and carry out plans to resolve these problems; Sensitivity and empathy for the poor, underprivileged, and persons with severe problems; Ability to maintain objectivity in emotional situations; Emotional maturity and stability; Good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation with a bachelor's degree.

NOTE: Certain assignments made to employees in this class require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

NOTE: Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

NOTE: A Bachelor's Degree in Human Services is preferred. Human Services are defined as social work, psychology, early childhood development, mental health, developmental disabilities, gerontology, or related field.

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 Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 6/21/13

Revised 1/19/18; 7/14/23