

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: This is professional-level casework of a moderately difficult nature which involves managing cases in order to provide social services while having responsibility for the well-being of clients, including financial management. Supervision is received from a higher-level casework professional. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews case records, interviews clients, contacts clients, family and/or friends and speaks with other individuals who might provide additional information in order to identify individual and/or family problems and needs;
Meets with clients to formulate service goals and objectives and makes revisions of same when appropriate;
Arranges for or directly provides a variety of services to clients in order to ameliorate circumstances or protect individuals who are unable to protect their own interests;
Makes home visits to evaluate the home environment and monitor progress towards achieving goals;
Maintains liaison with community organizations and provider agencies in order to secure services for clients or make referrals, if necessary;
Consults with legal, medical, psychiatric and other professionals to ensure the formulation of meaningful service plans;
Updates case records, writes letters and referrals and completes forms and reports in accordance with local and state regulations;
Finds, studies and evaluates foster homes, boarding homes, adoptive homes and other forms of residential care;
Enters service-related information into a computer terminal and retrieves information as needed;
May provide testimony and accompany clients to court and other hearings;
May attend workshops and training sessions designed to enhance caseworks skills.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of social casework; working knowledge of Federal, State and local public welfare laws and programs; working knowledge of the technique of case recording; working knowledge of interviewing and investigation techniques; ability to establish and maintain successful relationships with people; ability to prepare reports.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree that included or was supplemented by at least eighteen (18) credits in Social Work, Psychology, or comparable curriculum; or
2. A Bachelor's degree and one (1) year of social casework experience with an agency adhering to acceptable standards, and/or counseling experience, and/or clinical or school social work experience; or
3. A Master's degree in Social Work shall be fully qualifying.

NOTE: All experience indicated in #2, above, shall be professional-level experience and must have been gained after completion of the Bachelor's degree.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license or accessibility to transportation to meet field work requirements in a timely and efficient manner.