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 public assistance clients, including financial management. Supervision is received from an employee of higher professional rank. 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 casework 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.

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Competitive