

## **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 program. The incumbent learns how to formulate and carry out plans to meet the individual problems of the cases assigned. The incumbent provides social work services for individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties. A Caseworker Trainee may also make unaccompanied visits to individuals who may have emotional, and/or psychiatric histories. The incumbent may also make unaccompanied visits to individuals with criminal histories. Work is performed under the direct supervision of a higher level supervisor. Supervision over the work of others is not a function of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Learns and performs:

- Identifies the need for services through in-depth face-to-face interviews and discussion with clients;
- Provides 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 to meet the needs of the individual or family;
- Assesses the need for and arranges support services that may be required for the adults or children being served and facilitates clients' referral to needed services;
- Maintains liaison with various agencies to which individuals and families have been referred for services;
- Coordinates or 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 clients needs can best be met;
- Reviews existing case records for available information for use in formulating a plan of care;
- Periodically reviews and updates cases to determine change in individual's or family's situation affecting need for service;
- Prepares and submits written materials for case records, computer

inputs, the courts and referrals.

**ENTRY LEVEL 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 establish and maintain successful relationships with people;  
Ability to communicate effectively both orally and in writing;  
Sensitivity to the reactions of others;  
Good powers of observation and analysis;  
Good judgement;  
Physical condition commensurate with the demands of the position.

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

**SPECIAL REQUIREMENT:** 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.