

CASE SUPERVISOR - GRADE B

DISTINGUISHING FEATURES OF THE CLASS: This is professional technical work of a difficult nature involving supervision of the activities of senior caseworkers and caseworkers in administering social services programs. Work is performed under general supervision of a higher level administrator. Supervision is exercised over a number of lower level employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).

Supervises, directs and trains casework staff in the rendering of services;

Assists in formulating agency casework policies and procedures;

Interprets federal, state and local policies and programs;

Aids and evaluates individual caseworkers in their work organization plans and performance;

Interprets the various social services programs to community groups and individual citizens;

Prepares reports and correspondence;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern principles and practices of social casework; good knowledge of appropriate laws and programs; ability to write clear and accurate reports; ability to supervise the work of others; ability to establish and maintain successful professional relationships with people.

MINIMUM QUALIFICATIONS

Bachelor's degree and four (4) years of casework experience with an agency adhering to acceptable standards; or an equivalent combination of training and experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Training in an approved school of social work may be substituted for up to two (2) years of casework experience on a year-for-year basis.