

## CASEWORKER ASSISTANT (YOUTH SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position which involves the performance of supportive service functions associated with the delivery of essential services to Youth Services clients. Work is carried out in accordance with established guidelines. The purpose of the class is to relieve the professional staff of the more routine duties. The incumbent of this position receives direct supervision from a higher level professional with some leeway in the use of independent judgment in routine matters. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides beginning level paraprofessional caseworker services to help a variety of youth and adolescents in a program or programs of the Youth Bureau;

Assists in planning, organizing and coordinating one or more programs or program components of the Youth Bureau;

Encourages participation and promotes development of youth and adolescents by guiding them, under the auspices of a higher level professional, through program activities of the agency;

Maintains information on community resources which can be utilized to enhance program activities;

Participates in the process of transporting youths and adolescents to various program activities;

Works with private, voluntary and other public agencies to help identify the availability of related community services for youth and adolescents;

Prepares a variety of documents for reports and summaries of program activities as required;

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: Knowledge of the modern principles and practices of social casework and social group; ability to effectively conduct interviews and assist with investigations; familiarity with services provided by the agency and community resources; ability to prepare written reports and other necessary documents; ability to use computers and computer software for word processing and data management; ability to communicate effectively, both orally and in writing; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; good listening skills, social perceptiveness; tact; confidentiality; good judgment.

CASEWORKER ASSISTANT (YOUTH SERVICES) (cont'd)

MINIMUM QUALIFICATIONS:

- a) Associates Degree and one (1) year experience which shall have involved substantial client contact in a Social Service, Mental Health or related agency; or
- b) Graduation from high school or possession of a comparable diploma, and three (3) years experience which shall have involved substantial client contact in a Social Service, Mental Health or related agency; or
- c) An equivalent combination of education and experience as described in (a) and (b) above.

SUBSTITUTION NOTE: A Bachelor's Degree may be substituted for the minimum qualifications as described above.

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.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.