

CASEWORKER (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving formulation and implementation of plans to address individual problems of cases assigned. Duties may also include planning and implementing group sessions and recreational therapies. This position requires fluency in speaking, writing and reading both Spanish and English. In the course of performing duties, the caseworker consults on a regular basis with the Senior Caseworker, Director of Social Services, or other supervisor as assigned. Work is performed under the close supervision of higher level social services staff. Training and development is gained through individual and group conferences. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts intake interviews as assigned and makes investigations by visiting applicants and/or clients to assess needs and refer appropriately to available services and/or care;

Reviews and researches existing case records for available information to use in formulating a plan of treatment;

Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;

Investigates referrals, reports and complaints relative to alleged child abuse or neglect as well as alleged abuse or neglect of adults;

Investigates applications for foster children or adoptions;

Makes referrals to Social Protective and Legal Protective Services where necessary;

Provides protection to victims of domestic violence and refers to available services and resources;

Interviews and makes appropriate referrals relative to children and/or adults needing care, supervision or services;

Develops and maintains detailed social histories and treatment plans which, with supervisory approval, are the basis for delivery of services;

Studies the background and need for care of children and/or adults referred, securing information from the individual himself, the family, relatives, schools, hospitals, family courts and other agencies;

Makes referrals to other agencies when indicated; assists clients in obtaining other aid; places clients in care facilities;

Visits clients and/or clients' children in their homes or foster parents' home to assure proper care and counsel on problems;

Studies and evaluates family homes desiring to care for children at board, at wages or on a free or adoptive basis and recommends boarding homes for certification;

Assists with locating alternative housing situations appropriate to adult clients' individual needs;

Arranges for medical care of children in foster homes, takes children to doctors, dentists and clinics if foster parents are unable to do so;

Assesses the need for and makes arrangements for the placement of Homemakers and Personal Care Aides where appropriate;

Plans with parents and relatives for the care of children or needy adults and re-establishment of the home;

Dictates case records; writes letters and reports as required; prepares required court material and testifies when necessary;

Periodically reviews cases to determine changes in client situation affecting eligibility for and need for services; keeps case records and computer tracking records up to date;

May plan, implement and oversee group sessions and/or recreational activity sessions;

CASEWORKER (SPANISH SPEAKING) (cont'd)

May plan, schedule and supervise community service opportunities for juvenile clients, as assigned;  
May make arrangements to secure day care for clients' children;  
May be assigned to distribute public assistance checks to employable clients, at which time an assessment of the client's job search activities is performed;  
May refer clients to community agencies, governmental agencies and private industry to assist in securing employment;  
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.*

When Assigned to the Child Protective Services Unit (CPS):

Provides twenty-four (24) hour coverage to receive and act on reports of child abuse and/or neglect that are made on weekends and after normal work hours and monitors client progress.

When Assigned to the Probation Department:

Plans, implements and oversees structured recreational activities for juvenile diversion program participants;  
Identifies community service opportunities and schedules and supervises juvenile diversion program participants' required activities;  
Assists program counselors during counseling sessions, as needed;  
Maintains supplies and equipment inventory, ordering as needed;  
Provides transportation for program participants as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of principles and practices of social casework and social group work; working knowledge of Federal, State, and local public welfare laws and programs; familiarity with services provided by the agency and community resources; ability to effectively conduct interviews and assist with investigations; ability to use computers and computer software for word processing and data management; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; 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.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree; or
- b) Associate's degree and two (2) years full time paid experience in social work with a public or private social agency adhering to acceptable standards; or
- c) One (1) year of paid professional experience as a licensed Registered Nurse; or
- d) An equivalent combination of training and experience as indicated 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 REQUIREMENTS:

1. Access to transportation is required to perform field work responsibilities in a timely and efficient manner.
2. Candidates must be fluent in speaking, reading, writing and translating Spanish.