



Yates County Office of Civil Service  
417 Liberty Street  
Penn Yan, NY 14527

## VACANCY ANNOUNCEMENT: CASEWORKER

### YATES COUNTY IS SEEKING APPLICANTS FOR CASEWORKER TO FILL 1 VACANCY

<b>Type of Appointment:</b>	Provisional	<b>Rate of Pay:</b>	\$31.22 per hour
<b>Position Status:</b>	Full Time		
<b>Classification:</b>	Competitive		
<b>Location:</b>	Yates County	<b>Contract:</b>	CSEA, Group XII
<b>Department:</b>	Social Services		
<b>Vacancy:</b>	1 position currently vacant	<b>Exam Date:</b>	Ongoing
<b>Residency Requirement:</b>	<i><b>Residency requirement WAIVED to apply.</b></i> Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to <b>appointment</b> .	<b>Application Fee:</b>	\$17.00
<b>Posted:</b>	January 16, 2025	<b>Application Deadline:</b>	Applications Accepted Until Filled

### CASEWORKER - JOB DESCRIPTION

#### DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for providing social work services to clients and their families, to enhance their ability to cope with and resolve economic, emotional, social and environmental problems. The incumbent, in consultation with a higher-level supervisor, formulates and carries out plans to meet the individual problems of cases assigned. Work is performed under the close supervision of a higher-level supervisor with in-service training provided through the agency's staff development program. Performs related work as required.

#### TYPICAL WORK ACTIVITIES (Illustrative Only):

- Formulates and carries out plans to meet the needs of the individual or family;
- Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts, and other agencies;
- Plans with parents and relatives for the case of children and re-establishment of the home;
- Identifies the need for services through in depth discussions with clients;
- Maintains liaison with various individual agencies to which individuals and families can be referred for Services;
- Works closely with other community agency personnel in carrying out and monitoring the plan for services;
- May conduct authorized investigations to determine safety and risk to a child;
- Reviews existing case records for available information for use in formulating a plan for treatment;
- Periodically reviews cases to determine changes in the individuals or family's situations affecting needs for service;
- As appropriate, may need to transport a child and/or family;
- Must complete required reports and documents within appropriate time frames;
- Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
- Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services;
- When foster care is necessary, determines whether the child's needs can best be met in an institution or a foster family home;
- Perform other duties as assigned.

**NOTE:** Incumbent will have their name placed on an emergency contact list maintained at the Yates County Sheriff's Office, and will be expected to accept phone calls and respond accordingly to emergency situations that may occur outside of regularly scheduled business hours.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of Federal, State and local Social Services laws and programs;  
Working knowledge of keyboarding and competency using the computer;  
Ability to establish and maintain successful relationships with people; imagination;  
Sensitivity to the reactions of others;

Good powers of observation and analysis;  
Initiative;  
Tact;  
Emotional maturity;  
Good judgment;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Possession of a Bachelor's degree (or higher).

**Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT(S):**

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**