



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

## VACANCY ANNOUNCEMENT: CASEWORKER TRAINEE

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

<b>Type of Appointment:</b>	Provisional	<b>Rate of Pay:</b>	\$27.64 per hour
<b>Position Status:</b>	Full Time		
<b>Classification:</b>	Competitive		
<b>Location:</b>	Yates County	<b>Contract:</b>	CSEA, Group X
<b>Department:</b>	Community Services		
<b>Vacancy:</b>	1 position currently vacant	<b>Exam Date:</b>	Ongoing
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to appointment.	<b>Application Fee:</b>	\$17.00 (non-refundable)
<b>Posted:</b>	April 18, 2025	<b>Application Deadline:</b>	May 9, 2025

### CASEWORKER TRAINEE - JOB DESCRIPTION

#### **ABOUT THE POSITION:**

This position will support the New York State Mental Health Court-Based Navigator Program through acting as the liaison between the courts, mental health providers, and justice-involved individuals in need of behavioral health services in Yates County.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves providing social work services to clients and their families, to enhance their ability to cope with and resolve economic, emotional, social and environmental problems. As a Trainee, the incumbent will receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. Trainee appointments are for a period of one (1) year. Upon successful completion of the trainee period, incumbents will be advanced to the title of Caseworker without further examination. A Caseworker Trainee has moderate autonomy and works under the direct supervision of a higher-level staff member. May support work of the Department of Social Services, Community Services, or combination, dependent on location of appointment. Supervision of others is not normally a function of this class. Does related work as required.

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

- Conducts initial screenings to assist with identifying needed services and referrals;
- Connects individuals with appropriate services and community resources based on their needs and circumstances;
- Formulates and carries out care plans to meet the needs of the individual or family;
- Works with individuals and service providers to monitor plan compliance, including tracking attendance and ensuring ongoing eligibility for services;
- Completes required documentation, including progress notes and care plans, in accordance with agency standards;
- Prepares reports as needed;
- Assists individuals in understanding and accessing available community supports and resources; May assist in the completion of applications for social services benefits;
- Identifies and maintains partnerships and collaborations with other community-based human service and mental health providers to ensure a strong referral network is in place;
- Periodically reviews cases to determine changes that may affect needs for service;
- Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services;
- Perform other duties as assigned.

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

Good knowledge of social services programs, mental health supports, and other community resources;  
Working knowledge of social sciences, including sociology, psychology, and/or human services;  
Working knowledge of Federal, State and local Social Services laws and programs;  
Working knowledge of juvenile justice system and criminal justice system;  
Ability to counsel individuals in the areas of economic, social, emotional, and vocational problems;  
Ability to communicate effectively both orally and in writing;  
Ability to understand and empathize with the needs and concerns of others;

Ability to analyze and organize data and prepare records and reports;  
Ability to establish and maintain rapport and effective working relationships with others;  
Ability to operate a personal computer and utilize common office software programs;  
Ability to function independently and manage own scheduling;  
Initiative;  
Tact;  
Emotional maturity;  
Good judgment;  
Ability to understand and interpret written material;  
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.**