

SOCIAL CASEWORKER (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs social casework, making evaluations to determine the need for purchased services or casework services to adults, families or children, and arranges for the provision of service in accordance with existing laws, rules and regulations. Incumbents provide necessary social services to applicants or recipients of public assistance and to those eligible low income individuals meeting state established eligibility standards. Social caseworkers provide direct services, coordinate provision of services or arrange for purchase of services from approved vendors of social services in order to assist recipients to achieve self-sufficiency goals, improve socio-economic conditions, maintain residence in the community, or protected care for recipients. Duties require proficiency in both Spanish and English, providing interpretive and information services. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

If assigned to the Department of Social Services:

Communicates orally and in writing in both the Spanish and English languages;

Makes initial evaluation and re-evaluation of clients' need for services of the Department;

Makes recommendations for action to the Unit Supervisor on the need for services, such as foster home care, institutional care, day care, homemaker, housing, casework services, employment, information and referral services, or eligibility for payment of hospital bills;

Interviews applicants for services and makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other social agencies; Makes and carries out plans in cooperation with the Unit Supervisor to deal with individual problems of cases assigned;

Makes family-centered or individual field reviews of home conditions, socio-economic status and other factors with regard to applicants, or for recipients of care and services;

Utilizes community resources for assistance with problems outside the scope of the programs of the department;

Interprets the programs of the Department to the community and clients;

Reviews cases to determine changes in situations affecting need for service;

Attends training and supervisory conferences and participates in training programs, as assigned;

Maintains all necessary forms and records pertinent to a case as part of the case record or authorization systems;

Contacts county, local and community agencies to advocate or access their services on behalf of clients;

EXAMPLES OF WORK: (Illustrative Only) (Con't)

If assigned to other Departments:

Formulates treatment plans and conducts regular individual and/or group counseling sessions with clients and their families on an assigned caseload basis for the purpose of treatment and rehabilitation;

Administers weekly breathalyzer tests for the purpose of detecting the presence of alcohol, and administers monthly, two random urine analyses to test for the presence of alcohol/drugs and the presence of marijuana in clients;

Conducts follow-up services to ensure the continuation and success of the rehabilitation and to provide support and assistance, as needed;

Contacts county, local and community agencies to advocate or access their services on behalf of clients;

Compiles reports on the progress of clients, making recommendations for additional services which promote rehabilitation;

Attends meetings and conferences at the various community agencies mentioned above for the purpose of providing information about service goals and objectives, and to provide consultation on the special needs of clients;

Makes contact with community agencies to explore the possibilities of program expansion to better serve the needs of clients;

Attends multi-disciplinary staff meetings to discuss and evaluate ongoing treatment and rehabilitative services for clients and their families.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of the techniques involved in determining need for services and arranging for the provision of such assistance; knowledge of the principles and practices of social casework; knowledge of the department's policies relating to the provision of services; knowledge of federal and state laws and programs relating to the granting of services; skill in interviewing, writing, speaking and recording; ability to help others help themselves in social adjustments; ability to establish and maintain successful relationships with clients; ability to assess situations and be able to develop service plans; ability to communicate effectively, both orally and in writing; ability to understand and carry out oral and written instructions; ability to maintain objectivity in dealing with others who may be under emotional stress; ability to speak, read, write, read, and listen to the Spanish language at

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)
a level sufficient to pass a Spanish Language Proficiency Test; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; emotional maturity; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree*.

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

SPECIAL REQUIREMENTS:

1. Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment in Social Services and maintain same while in the title.
2. Candidate must receive a satisfactory clearance issued by the New York State Central Register of Child Abuse and Maltreatment and must consent to a background investigation in accordance with the provisions of the Child Abuse Prevention Act of 1985 and New York State Social Services Law.