



SENECA COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES

An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name: Vacant
Class Number: PCN 40044.0
Dept./Div.: Workforce & Family Services
Reports to: Workforce & Family Services Supervisor
1
Normal Hours: 100% Flex
EEO Status:

Position Title: Social Services Caseworker
Class Title: Social Services Caseworker
Employment Status: Full Time
FLSA Status Pay: Nonexempt

Civil Service Status: Classified
DOT (closest applicable number): 195.267-010

GENERAL DESCRIPTION: The primary purpose of the Social Services Caseworker is to interview, assess and intensively case manage individuals who are OWF required, on public assistance and/or voluntary participants in the Comprehensive Case Management Program (CCMEP). The Social Services Caseworker will work to connect the individuals to any and all programs within the agency and in the community to enable the individual to successfully gain employment and to become self-sufficient.

QUALIFICATIONS: An example of acceptable qualifications: **Bachelor’s degree in human services-related studies OR 2. A bachelor degree in any field and have been employed for at least two years in a human services occupation OR 3. An associate’s degree in human related studies, OR 4. Been employed for at least five years in a human service-related occupation. For employment to continue, a person described in option 2, 3 or 4 must obtain a job-related bachelor’s degree not later than five years after the date employment with the agency commences.**

LICENSURE OR CERTIFICATION REQUIREMENTS: Degree in Social Work or “related degree”

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive: **Computer, scanner, I-pad, photocopier, calculator, telephone**

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Interviewing, screening, assessing, and case managing CCMEP eligibility clients. Primary focus is to identify and remove barriers that prevent individuals from participating in unsubsidized employment consistently. Determines eligibility for Prevention, Retention and Contingency (PRC) programs, Workforce Innovation and Opportunity Act (WIOA), re-determines eligibility as necessary, completes approvals/denials, provides caseworker counseling and community resource referrals to individuals. Coordinates and develops individualized employment plans for clients incorporating any and all assessments available, adjusts and updates**

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plans as necessary, maintains necessary case records in the appropriate state-wide systems, provides or arranges for transportation for needed service delivery, completes forms and prepares reports, prepares correspondence as necessary, prepares for and participates in state hearings as assigned. Coordinates with any and all other SCDJFS case workers for other programs the individuals participate in.

(2) Coordinate any and all supportive services needed to ensure the individual is able to gain unsubsidized employment and to eliminate or dramatically reduce the need for any and all public assistance benefits. Explains any and all programs referred to in order for the individual to gain self-sufficiency. Coordinates with employers for clients enrolled in CCMEP, utilizes labor market information to promote job opportunities for clients, writes and enters job orders, refers job applicants to employers. Meets with applicants in office, home visits, or out stationed locations to determine program eligibility and/or to provide case management and other supportive services, explains laws, rules, regulations, rights and responsibilities associated with the receipts of benefits and services.

(3) Attends meetings as required; maintains an increased knowledge and skills through attendance at meetings, training seminars and in-service training sessions; performs additional duties and assignments as requested; regular and predictable attendance.

(4)

(5) Maintains required licensures and certification, if any.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(8) Performs other related duties as assigned by the supervisor:

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

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Knowledge of: Agency/state/federal policies and procedures*; principles of social work, sociology and/or psychology; agency services*; office practices and procedures*; safety practices*; interviewing techniques; agency computer programs*; available community resources*; case management; educational and vocational appraisal techniques*; labor market data and trends*; public relations; application procedures*; basic math computations; community social service programs*; automobile operation; resolve problems involving multiple variables; budgeting*

Skill in: Organization; writing; oral communication; computer skills; work processing; public speaking

Ability to: Define problems; collect and interpret data; make sound recommendations, interpret and apply laws, regulations and policy; organize, prioritize and coordinate multiple tasks; communicate effectively in written and oral form; maintain accurate records; prepare accurate and concise reports; maintain confidentiality; establish good rapport with clients; work independently; present a positive image to the public; use tact when dealing with others; develop and implement employment plans for individuals; maintain effect relationships with supervisors and coworkers; drive an automobile

POSITIONS DIRECTLY SUPERVISED:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)