

**DATE:** September 12, 2023

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)

**FROM:** Michael Iapoce, Commissioner of Social Services  
1061 Development Court, Kingston, NY 12401

**JOB VACANCY:** Senior Caseworker / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Business Resrce Cntr

**SALARY:** \$32.75 / hour (Grade 15A)

**FILL DATE:** October 3, 2023



**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility of participating in and/or overseeing the delivery of human services to children, adults and families as applicable within the Department of Social Services, Coordinated Children's Programs or the Office for the Aging. An incumbent is responsible for the case management of clients and providing services in a specialized area or program, which may involve the investigation and resolution of difficult cases as well as the determination and recommendation of the needs for services and the development of plans to resolve the problem. The class of Senior Caseworker differs from the class of Caseworker by virtue of the fact that a Senior Caseworker may be assigned as a first line supervisor responsible for overseeing the management of cases and services performed by Caseworkers and trainees. Work is performed under the general supervision of a higher-level employee allowing for leeway in making independent judgements related to the delivery of services. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern principles and practices of social case management; good knowledge of federal, state and local laws and programs as they relate to the delivery of human services; good knowledge of available community facilities and resources; good knowledge of techniques of case recording; ability to establish and maintain successful relationships with people; ability to relate to a potentially difficult client population; ability to plan and direct the work of others; ability to interpret the work of the agency; ability to prepare clear and accurate records and reports; good organizational skills; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Master's Degree in Social Work and one (1) year of full-time paid experience in social work with a public or private social agency adhering to acceptable standards; **OR**
- B. Possession of a Bachelor's degree and two (2) years of full-time paid experience in social work with a public or private social agency adhering to acceptable standards.

**Note:** Your degree or college credits must have been awarded or earned 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.

**IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.**

**Special Requirement:** At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.