

## **CASE SUPERVISOR, GRADE B**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs professional social services functions which involves responsibility for supervising the activities of Caseworkers and Senior Caseworkers administering social services in specific areas or programs. Where the Case Supervisor is the principal supervising social workers, they are responsible for standards of Social Services in accordance with agency policy and for recommending Social Services policies and procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in the formulation of casework or group work policies and procedures;

Interprets Federal, State and local policies and programs to Caseworkers and Senior Caseworkers under their supervision;

Supervises casework staff in administering the Social Services program and in rendering social services to promote the welfare of the client;

Discusses difficult cases with Caseworkers and Senior Caseworkers and provides necessary consultations;

Recommends Social Services policy and procedures;

Maintains cooperative relationships with the family courts and other welfare agencies in the community;

Assists in the preparation and evaluation of agency plans;

Establishes necessary control for determining staff performance and evaluates performance of assigned staff;

Maintains necessary records and prepares reports on social work activities;

Interprets the Social Services program to the community through contacts with citizen and other groups.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern principles and practices of social casework and social group work and the ability to apply these in the performance of duties; good knowledge of Federal, State and local Social Services laws and programs; good knowledge of techniques of case recording; ability to plan and direct the work of others; ability to prepare clear and accurate records and reports; ability to establish and maintain successful relationships with people; ability to interpret the work of the agency; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; sensitivity

to the reaction of others; 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 two (2) years of full-time paid experience in social work with a public or private social agency adhering to acceptable standards, one (1) year of which must have been in a supervisory capacity; **OR**
- B. Possession of a Bachelor's degree and three (3) years of full-time paid experience in social work with a public or private social agency adhering to acceptable standards, one (1) year of which must have been in a supervisory capacity.

**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.

ULSTER COUNTY  
1070 CASE SUP B  
Classification: Competitive  
Grade: 16A  
Union: CSEA

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