

CASEWORKER TRAINEE (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level Caseworker (Spanish Speaking) position within the Department of Social Services, Coordinated Children's Programs or the Office for the Aging. A trainee is provided classroom and on-the-job training designed to provide the essential knowledges and skills necessary for carrying out duties related to case management and the delivery of human services to children, adults and families as applicable to their department. An incumbent must serve at least one year in the trainee title, attain permanent appointment in the trainee title and successfully complete the probationary period in accordance with civil service rules in order to be considered for promotion to the full performance position of Caseworker (Spanish Speaking). Upon satisfaction of these requirements, an incumbent is promoted to the title of Caseworker (Spanish Speaking) without further competitive examination. Except for the required ability to speak, read and write the Spanish language, this class is identical to that of Caseworker Trainee. The work is performed under the direct supervision of a higher-level employee with progressive leeway allowed for the exercise of independent judgment as training progresses. Supervision over the work of others is not normally a function of this class. 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 does 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.

Trains in and provides service planning and undercare to assigned cases in the forms of interviewing, coordinating, linking to ancillary services and referral to professional counseling, communicating in Spanish when necessary;

Trains in and investigates complaints of neglect and maltreatment of children and adults;

Trains in and assesses needs for adult protective services and establishes case plans;

Trains in and investigates needs and arranges for the delivery of personal care services, periodically reviews same for effectiveness and continued need;

Participates in assessing the need for foster care and/or needs for other services, communicating in Spanish when necessary;

Establishes and monitors service plans within prescribed requirements;

Helps to identify social problems and establishes goals and procedures to overcome those problems;

Participates in planning with parents and relatives for the care of children and re-establishment of the home, communicating in Spanish when necessary;

Establishes a relationship with individuals and families to insure provision of services, communicating in Spanish when necessary;

Visits with clients to determine needs for services, communicating in Spanish when necessary;

Maintains liaison with community agencies and resources for purposes of client referral, communicating in Spanish when necessary;

Works closely with other staff personnel in carrying out service plans;

Maintains case recording on assigned cases according to established procedures;

May supervise children in foster care, communicating in Spanish when necessary;

May provide adoptive services, communicating in Spanish when necessary;

May prepare petitions and appear in court on behalf of agency, communicating in Spanish when necessary;

May be required to respond to complaints or requests for services after work hours, communicating in Spanish when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the modern principles and practices of social case management; working knowledge of all federal, state and local laws and programs as they relate to the delivery of human services; working knowledge of available community facilities and resources; ability to identify positively with people; ability to relate to a potentially difficult client population; working oral language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication; good organizational skills; good powers of observation, perception and analysis; good judgment; initiative; resourcefulness; emotional maturity; tact; courtesy.

MINIMUM QUALIFICATIONS: Possession of a bachelor's degree from a regionally accredited or New York State registered college or university.

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: Incumbents in this position must have a working oral language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication by the end of their probationary period.

ULSTER COUNTY
1103 CSWKR T SS
1104 CWTRSS HLP
Classification: Competitive
Grade: 13A (DSS only)
Grade: 13 (OFA)
Union: CSEA

Adopted: December 4, 2017
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