



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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Phone (716) 753-4237 • Fax (716) 753-4686 • Website: Chqgov.com

CASEWORKER (Child Protection)

Permanent Full-Time @ 35 Hours/Week
Salary starts @ \$24.99/Hour w/Benefits

Chautauqua County Department of Health and Human Services is actively seeking qualified applicants to fill several Caseworker (Child Protection) positions located throughout Chautauqua County.

Positions are full-time, 35 hours per week starting at \$24.99/hour. Chautauqua County Government offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off, Student Loan Forgiveness Program and much more.

These positions are being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below* and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment." Please also include your Civil Service Examination fee, check or money order, made payable to the Director of Finance, with your application. This will schedule you for the Spring 2022 Caseworker examination.

Mail completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: A Caseworker provides social work services for individuals and/or their families, including frequent contact with children and adults in relation to child neglect/abuse, and other family and personal problems in order to assist them with their economic, emotional, social and environmental difficulties. Work is performed under the close supervision of a supervisor, with in-service training provided through the agency's staff development program. A Caseworker, in consultation with the supervisor, formulates and carries out plans to meet the individual problems of the cases assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Identifies need for service and provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
Studies the background and need for care of children referred, securing information from the child, the family, relatives, schools, churches, family courts and other agencies;
When placement outside a family home is necessary, determines the least restrictive level of care for placement;
Plans with parents and relatives for the care of children and reestablishment of the home;
Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services;
Works closely with other staff such as homemakers in carrying out plan for service;

Maintains liaison with various social agencies to which individuals and families can be referred for services;
Maintains and reviews case records for available information for use in formulating a plan of treatment;
May be required to prepare reports for family court and appear before the court when appropriate;
Keeps records and prepares various reports, documents and other required paperwork;
Determines eligibility for services;
Reviews cases to determine change in the individual's or families' situations affecting need for services;
Makes referrals to child support unit.

When assigned to Child Protection Unit may also:

Investigate reports of suspected child abuse/maltreatment by making appropriate contacts;
May collaborate with law enforcement agencies in investigating suspected reports of child abuse;
Petition court for protective custody if indicated, in cooperation with department legal staff;
Take endangered child into immediate protective custody.

When assigned to Child Support Enforcement Unit may also:

Provide case management services in conjunction with other divisions of DSS to assist clients in becoming financially independent;
Assist and collaborate with employers to insure appropriate compliance with income executions;
Work with community agencies and schools to provide educational opportunities regarding child support and to coordinate services for the benefit of the client;
Assist other divisions in identifying cases with special needs and insure that appropriate petitions are filed with the Family Court.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of Federal, State and local Social Service laws, regulations and programs; ability to establish and maintain successful relationships with people; ability to deal with high stress situations and make independent decisions in crisis situations; imagination; sensitivity to the reactions of others; good powers of observation and analysis; initiative; tact; emotional maturity; good judgment; physical condition commensurate with the demands of the position.

MUST MEET MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college with a Bachelor's degree.

ADDITIONAL REQUIREMENTS:

- A. Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.
- B. Candidates must not have been convicted of an alcohol or drug related driving offense, or have been convicted of refusing to submit to a Blood Alcohol Content (BAC) or chemical test for a period of three (3) years prior to the date of written test. Additionally, candidates that pass the written test and appear on the eligible list must not have been convicted of an alcohol or drug related driving offense, or have been convicted of refusing to submit to a Blood Alcohol Content (BAC) or chemical test for a period of three (3) years prior to certification and appointment.