

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

## Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Caseworker - Lateral transfer opportunity

**SALARY:** \$26.69 is the 2017 Working Rate for this position.

**LOCATION:** Opportunities may occur in either Mental Health or DSS.

**TYPE OF EMPLOYMENT:** Full-time permanent transfer opportunity.

**ISSUE DATE:** 10/01/17

**RESIDENCY WAIVED**

### **LOCATION OF POSITIONS/VACANCIES:**

Opportunities may occur in either Mental Health or the Department of Social Services. You must be permanent and past probation in the title of Caseworker; either in another department or in another County or agency within New York State. When you apply, upload a copy of your civil service roster record, your job description and the exam announcement for Caseworker. If you hold permanent and past probation status, the qualifications of the position that you hold are equal to or greater than those in Tompkins County, and the scope of the exam is significantly similar to the scope of examination for Tompkins County, you will be marked "approved" and may be considered for a lateral transfer. You should note, however, Tompkins County's qualifications are higher than those in most places throughout the State and this may be a barrier.

### **TRANSFER QUALIFICATIONS:**

**This is a lateral transfer opportunity. In order to be eligible, you must be permanent and past probation in the title of Caseworker. Vacancies occur regularly in the title of Caseworker in the Tompkins County Social Services and Mental Health departments. Hiring managers will be viewing lateral transfer candidates on an on-going basis. Preference in appointment may be given to candidates who are eligible for lateral transfer.**

**SPECIAL REQUIREMENT:** Employees must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an entry-level professional casework position involving responsibility for providing social work services for individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties. The caseworker, in consultation with a supervising caseworker, formulates and carries out plans to meet the individual problems of the cases assigned. The work is performed under the general supervision of a supervising caseworker with in-service training provided through the agency's staff development program. Supervision over the work of others is not a function of this position. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Formulates and carries out plans to meet the needs of the individual or family and routinely reviews progress/deficiencies with supervisors;
- Provides casework 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 him/herself, the family, relatives, schools, medical practitioners, attorneys, churches, family courts and other agencies;
- determines whether children's needs can best be met in an institution or a foster family home when foster care is necessary;
- Finds family homes interested in caring for children;
- Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends foster care boarding home for certification;
- Plans with parents and relatives for the care of children and re-establishment of the home;
- Visits houses of clients, foster parents, family day-care providers, institutions or other agencies and coordinates the delivery of services;
- Appears in court as child or adult advocate or as a witness;
- Establishes a relationship with individuals and families to persuade them to avail themselves of recommended services;
- Identifies the need for the services through in-depth discussions with clients;
- Maintains liaison with various individual agencies to which individuals and families can be referred for services;
- Works closely with other staff personnel such as homemakers and parent aides in carrying out the plan for services including providing transportation as needed;
- Reviews existing case records for available information for use in formulating a plan of treatment;
- Periodically reviews cases with the appropriate personnel to determine changes in the individuals or family's situations affecting need for service including the evaluation of drug/alcohol abuse;
- Prepares a variety of reports for computer based plans, court summaries and petitions;
- Responds to emergency call and requests for aid in shelter, food, medical and/or abuse or neglect situations;
- Responds to crisis situations involving suicide risk, violence of need for emergency psychiatric care;
- Provides extensive financial management assistance including assistance obtaining benefits, performing representative payeeship duties and responsibilities, monthly budgets, record keeping and yearly reports to the Social Security Administration;
- Makes assessment of risks for children and provides crisis intervention when the conditions justify direct action or intervention;
- Provides casework counseling in a number of areas involving disability benefits, rent subsidies, nutrition services, medical insurance's, medical, food stamp, public assistance benefits, financial management and parenting;
- Consults with psychiatrist in crisis situations and assists with obtaining proper modes of treatment including clinic visits, arranging for E.O.S. or emergency hospitalization. This can include personally accompanying clients in distress and assisting with admission procedures.
- Duties and responsibilities may vary according to the department.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of federal, state, and local social service laws and programs;
- Good knowledge of local community service agencies and their programs;
- Ability to maintain successful relationships with people both within and outside the agency;
- Ability to counsel individuals in the areas of economic, social, emotional and vocational problems;
- Ability to observe and analyze;
- Ability to prepare and maintain records and reports;
- Ability to operate a computer terminal for the entry or retrieval of data;
- Ability to perform close, detail work;
- Sensitivity to the reactions of others;
- Tact, courtesy and good judgment are required.
- The employee's physical condition shall be commensurate with the demands of the position.

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850