TOMPKINS COUNTY CIVIL SERVICE
VACANCY
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: Senior Caseworker (Promotional)

SALARY: $30.67/hr Hire Rate; $33.30/hr Working Rate (2020 schedule)

LOCATION: Department of Social Services

TYPE OF EMPLOYMENT: Full-time

ISSUE DATE: 11/27/19

THE FINAL DATE TO FILE APPLICATIONS: 12/11/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 12/12/19

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

The Department of Social Services has two Senior Caseworker positions open for Provisional appointments pending the results of the next Civil Service exam for this title.

QUALIFYING EXPERIENCE FOR THIS PROMOTIONAL OPPORTUNITY: No later than the final filing date announced the applicant must demonstrate -

This is an interdepartmental promotion examination admitting current employees of the Tompkins County Departments of Social Service and Mental Health who currently hold, and have continuously held at least twelve (12) months of permanent and/or contingent permanent competitive class status in the title of Caseworker. In accordance with Section 52-4 of the Civil Service law, preference in appointment may be given to employees of the department in which the vacancy exists.

NOTE: All appointees to positions in this title at the Department of Social Services will be required to provide full and complete information concerning their current household composition and an extensive residential address history for the purpose of conducting a mandatory check against the Statewide Central Register database of indicated child abuse or maltreatment.

SPECIAL REQUIREMENT: Candidates 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 professional casework involving the determination and recommendation of the need for service and the formulation and carrying out of plans to meet the individual problems of cases assigned. The position differs from Caseworker in that a Senior Caseworker handles more complex cases and situations and by the supervisory responsibilities. The work is performed under the general supervision of a Case Supervisor or Program Director. Supervision may be exercised over subordinate staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interviews applicants and persons referring cases of children or adults needing care, supervision or services;
- Recommends services necessary to carry out plans to meet the needs of individuals or families;
- Makes visits to applicants to ascertain the need for services;
- Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
- Aids individual caseworkers in formulating service and work organization plans;
- In each case, in cooperation with the individual or family, plans the use to be made of available resources;
- Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;
- Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;
- When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
- Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;
- Plans with parents and relatives for the care of children and reestablishment of the home;
- Makes referrals to other agencies when indicated;
- Writes letters and reports as required;
- Periodically reviews cases to determine changes in client situations affecting the need for service;
- Assists a Case Supervisor in administering the work of a unit;
- Participates in providing social services to persons in special programs such as PINS and JDS;
- Follows through on Hot Line calls, makes rapid assessments, reacts on crisis interventions;
- Investigates complaints of child abuse or neglect;
- Conducts investigations and/or obtains information from parents, neighbors, relatives, the courts, employees, medical practitioners, attorneys and related public or private agencies;
- Prepares court petition, case summaries, petitions and, if necessary, appears as a witness in court hearings or trials;
- Formulates plans to meet the needs of the individual or family, supervises the implementation of said plans, and routinely reviews progress/deficiencies;
- 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;
- Visits houses of clients, foster parents, family daycare 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 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;
- Prepares a variety of reports for computer based plans, court summaries and petitions;
- Responds to emergency calls and requests for aid in shelter, food, medical and/or abuse or neglect situations;
- Responds to crisis situations involving suicide risk, violence or 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, medical, food stamps, 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 modern principles and practices of social casework and social group work;
- Good knowledge of Federal, State and local Social Service laws;
- Good knowledge of the principles underlying human behavior and growth;
- Working knowledge of the techniques of preparing social studies;
- Skill in interviewing;
- Ability to apply knowledge of social service laws in performance of duties;
- Ability to establish and maintain successful relations with others;
- Ability to plan and supervise the work of others;
- Ability to interpret the work of the agency;
- Good powers of observation and analysis;
- Good judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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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