



Yates County Office of Civil Service  
 417 Liberty Street  
 Penn Yan, NY 14527

## VACANCY ANNOUNCEMENT: CASEWORKER ASSISTANT (PART TIME)

**YATES COUNTY IS SEEKING APPLICANTS FOR CASEWORKER ASSISTANT(PART TIME)  
 TO FILL 1 VACANCY**

<b>Type of Appointment: Position Status: Classification:</b>	Provisional Part Time Competitive	<b>Rate of Pay:</b>	\$27.16 per hour (2025 rate)
<b>Location: Department:</b>	Yates County Probation (with possible support for Social Services and Community Services)	<b>Contract:</b>	Non-Union
<b>Vacancy:</b>	1 position currently vacant	<b>Exam Date:</b>	January 18, 2025
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	<b>Application Fee:</b>	\$17.00
<b>Posted:</b>	November 27, 2024	<b>Application Deadline:</b>	December 17, 2024

**CASEWORKER ASSISTANT - JOB DESCRIPTION**

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a paraprofessional position that supports staff within assigned department by providing case planning services to community members. The Caseworker Assistant is responsible for performing some of the services, which help individuals or families with their economic, emotional, social, or environmental needs as part of their plan of care. Duties also include performance of a variety of clerical, financial, and related office tasks. A Caseworker Assistant has moderate autonomy and works under the direct supervision of a higher-level staff member. May support work of the Department of Social Services, Probation, Community Services, or combination, dependent on location of appointment. Supervision of others is not normally a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES (Illustrative Only):**

- Support staff within assigned department(s) in developing and managing case plans for individuals, including organizing necessary resources and ensuring adherence to case plan requirements;
- Administer relevant program curriculum to individuals as outlined in their case plan;
- Work with individuals and service providers to monitor case plan compliance, including tracking attendance and ensuring ongoing eligibility for services;
- Assist caseworkers in carrying out service plans for individual Adult or Children's services clients by arranging for transportation;
- Assist in coordinating services and resources to address clients' needs as identified in their case plans;
- Conduct supervised court ordered visitations;
- Arrange and schedule medical, therapeutic, and other legal appointments;
- May transport children/families as necessary;
- Determine eligibility for, authorize, and enroll eligible families into appropriate day care arrangements;
- Responsible for providing parenting education to strengthen and enhance nurturing skills, foster and promote healthy adjustments and development for children, in accordance with NYS Parent Education and Awareness Program;
- Act as a liaison between the Children's/Adult Services Unit and the Income Eligibility/Child;
- Support Units of the Department to ensure that all benefits and regulations have been applied or followed through on, that all authorizing paperwork is processed, and all family members are coded correctly for fiscal claiming purposes;
- Assist caseworkers in completing and finalizing case write-ups in accordance with legally binding timeframes and report contents;
- Document supervised visits and other activities using common progress notes;
- Maintain accurate records related to case plans, including documenting supervised visitations, progress notes, and other relevant activities; Prepare reports as needed to appropriate departments on case progress;
- Testify in court regarding supervised family visitations;
- Assist caseworkers in providing financial management services to clients which involves record keeping, authorizing expenditures, etc.;
- Maintain all Welfare Management Systems (WMS) and Connections Systems records for service cases;

- May accompany caseworkers on home visits when situation warrants;
- Perform related tasks as required and assigned to support the case planning process and overall team objectives.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of social services programs and other community resources;  
 Working knowledge of social sciences, including sociology, psychology, and/or human services;  
 Working knowledge of juvenile justice system and criminal justice system;  
 Ability to learn the process for determining social program eligibility;  
 Ability to establish and maintain successful relationships with people, imagination, sensitivity to the reactions of others;  
 Good powers of observation and analysis;  
 Initiative; Tact; Emotional maturity; Good judgment;  
 Ability to understand, interpret written material;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Possession of an associate's degree (or higher) with specialization in Human Services or related field; **OR**
- b) Possession of a high school diploma or equivalency diploma; **AND** two (2) years of face-to-face human services client contact.

**NOTE:** Your degree must have been awarded 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.

**SPECIAL REQUIREMENT(S):**

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.
- b) Must have access to a dependable vehicle.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**