

# Casework Intern Tompkins County

**Department:** Department of Social Services  
**Classification:** Non-competitive  
**Labor Grade:** 13  
**Approved:** 0  
**Revised:** 10/17/13  
**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Social Work and successful completion of the senior year OCFS-approved BSW field placement internship.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **ADDITIONAL REQUIREMENT:**

The candidate must possess a valid New York State driver's license at time of appointment and maintain such license for the duration of employment.

## **ABOUT THE INTERNSHIP:**

There are two components of this internship stretching out over a three-year period of time; the Bachelor of Social Work (BSW) field placement internship administered by the college, and the paid non-competitive casework internship with Tompkins County.

BSW field placements are selected from among candidates participating in a BSW Intern Program, as administered by the New York State Office for Child and Family Services (OCFS). Only BSW students in their senior year of college are eligible for a field placement as a BSW Intern in the Children's Services Division of the Tompkins County Department of Social Services. The Intern may be assigned to any of the program areas in this division such as; Foster Care, Preventive, Adoption, and CPS. The student intern will work under the direct supervision of a Case Supervisor or Senior Caseworker. BSW student interns are selected through a competitive process administered by OCFS which includes representatives of OCFS, the Social Work Education Consortium and Tompkins County. The BSW student intern must complete all of the requirements to receive a Bachelors Degree in Social Work from an accredited New York State college or university under the auspices of the OCFS-approved BSW Intern Program in order to convert to the Casework Intern title and be eligible for the scholarship.

Upon graduation from college, the candidate may be granted a non-competitive civil service appointment in the title of Casework Intern and, as a condition of the BSW Scholarship Program, are expected to serve a minimum two-year term of appointment as a Casework Intern. After serving the full two-year non-competitive internship, the Casework Intern is eligible to take a promotional examination in accordance with the terms and conditions of Section 52-12 of the Civil Service law. Alternatively, the Casework Intern may compete in the open-competitive examination for Caseworker at any time that it is held by Tompkins County. Regardless of which way in which the incumbent chooses to test, he or she must commit to the full two years.

The Casework Intern will be eligible for permanent competitive class status as a Caseworker after successful completion of the examination (must be reachable on the list) and probation.

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

The work involves responsibility for providing social casework services for individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties. The Casework Intern, in consultation with a supervisor, formulates and carries out plans to meet the individual problems of the families assigned. The work is performed under the general supervision of a Senior Caseworker, or Case Supervisor with extensive mandated training provided through the State and the agency. 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:**

Learns and performs casework duties

Formulates and carries out plans to meet the needs of the individual or family and routinely reviews progress with supervisors

Provides casework counseling to motivate individuals, families and children to increase their capacity and confidence in their ability to problem solve

Studies the background and need for care of children referred, securing information from the child, 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

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 boarding homes for certification

Plans with parents and relatives for the care of children and re-establishment of the home

Visits homes of clients, foster parents, day care providers, institutions, or other agencies and coordinates delivery of services

Appears in court as child or adult advocate or as a witness

Establishes a relationship with individuals to persuade them to make changes and avail themselves of recommended services

Identifies need for 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 such as homemakers or parent aides in carrying out the plan for services including providing transportation as needed

Reviews existing case records and available information for use in formulating a plan of treatment;

Periodically reviews cases with personnel to determine changes in the individuals or family's situations affecting need for services including evaluation of drug/alcohol abuse

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 financial management assistance including assistance obtaining benefits and preparing reports

Makes assessments 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, medical, food stamp, public assistance, financial management and parenting

Consults with psychiatrist in crisis situation and assists with obtaining proper modes of treatment including clinic visits, arranging for EOS or emergency hospitalization. This can include accompanying clients in distress and assisting with admissions procedures

Duties and responsibilities may vary according to the program area

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

Working knowledge of State and Federal laws and rules governing social services program;

Working knowledge of community service agencies and programs;

Ability to establish and maintain effective working relationships with others;

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 personal computer and utilize common office software programs;

Ability to perform close detail work;

Sensitivity to the reactions of others;

Confidentiality, tact, courtesy and good judgment are all required attributes.

The employee's physical condition shall be commensurate with the demands of the position.

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