

CLASS TITLE: CASEWORK SUPERVISOR

Class Code: 02824300

Pay Grade: 26A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, supervise, review and coordinate the work of a group of social caseworkers and clerical assistants engaged in providing social casework services in one of such programs as: public assistance, child welfare, soldiers; welfare; or in medical or psychiatric social work programs; or health or correctional programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general supervision of a superior from whom general and specific assignments and instructions are received with latitude for the exercise of initiative and independent action; through regularly scheduled conferences, work is reviewed for conformance to established principles, policies and procedures and for compliance with assignments and instructions.

SUPERVISION EXERCISED: Plans, organizes, assigns and directs the work of a staff of social caseworkers and clerical assistants; work is reviewed for conformance to established principles, policies and procedures; supervises various phases of the staff development program for individual and group improvement.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, supervise, review and coordinate the work of a group of social caseworker services in one of the following fields requiring;

The performance of social casework service involving the determination of initial and continuing eligibility for old age assistance, aid to dependent children, aid to the blind, aid to the disabled, soldiers; welfare, and general public assistance; the recommendation of money payments required to assist individuals and family units to meet current and continuing needs; the provision of assistance to individuals and families in making maximum use of their own resources, and when needed, community resources such as medical, dental, recreational, educational and other facilities both private and public; the periodic review and evaluation of cases to determine the continuance, readjustment, or discontinuance of recipients; public assistance grants; or,

The performance of social casework service involving service to children in and away from their own home in matters of: family budgeting, assistance in securing economic aid and employment; the arrangement for medical and dental care; guidance in child care and home management; consultation in educational, vocational and leisure time activity problems; securing psychological and psychiatric advice; the use of all types of foster home care and provisions for assistance to children in their adjustment to the home, school and community; periodic reevaluation of the need for foster home care for children and continuous planning an casework services to families of these children; investigation of adoptions and child marriages and recommendations as to their advisability; provision for assistance to unmarried mothers and their children; provision for protective services in behalf of neglected, abused or exploited children; cooperation with the Family Court and other public and voluntary agencies in the protection and care of children; or,

The performance of social casework service in a hospital, psychiatric or intellectual and developmental disability clinic or institution, or in a correctional institution; the providing of assistance in family and community care programs which includes the placement of patients in homes other than their own; the providing of assistance in the

maintenance of social service programs within an institution; the providing of social work services to the mentally ill, people with an intellectual and developmental disability; the collaboration as members of a diagnostic and therapeutic team in a psychiatric social work program to effectuate the recovery of patients; or,

The performance of social casework service on behalf of patients in a hospital or institution, diagnostic clinic, in the community and in the home; the acquisition of social data from patients, their families, and other groups; the arrangement for medical treatment and follow-up care based on a physician's clinical and non-clinical recommendations; participation in a program involving the interpretation of the social factors to the physician, the medical social problem to professional associates within or outside the hospital, and the medical problem to the patient and his family; the performance of special services such as are related to care and adjustment of the physically or mentally sick, the provision for the care of the chronically sick and disabled, the arrangement and management of convalescence, social casework with the physically handicapped, the protection of individuals and groups against communicable disease, the promotion of hygiene and sanitation.

To review the case reports and records of staff members.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of social casework principles, practices and techniques; a thorough knowledge of individual emotional, behavioral and environmental patterns affecting persons as well as social and economic factors that contribute to personal maladjustment and dependency; a thorough knowledge of community resources and how to use them effectively; the ability to plan, organize, assign, supervise and review the work of a staff of nonprofessionally trained social caseworkers and clerical workers; the ability to instruct and train such employees in the application of social casework principles, practices and techniques; the ability to establish and maintain effective working relationships with children, the community and the public, other public and private agencies, superiors and associates; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's degree from an accredited institution of high education.; and

Experience: Such as may have been gained through: at least two years employment as a full-time Social Caseworker in a public or voluntary social agency which has required responsibility for the application of the principles, practices and techniques of social casework to cases or problems which are complex and varied in nature.

Note: One year of graduate training from an accredited school of social work may be substituted for one year of above experience.

Class Revised: June 29, 1969

Editorial Review: March 15, 2003

Class Revised: May 12, 2019