

# Greene County Department of Social Services

## Job Announcement – Caseworker Trainee/Caseworker

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**HOURLY RATE:** Caseworker Trainee.....\$26.40 (Grade 12, Step 0)  
Caseworker .....\$28.45 (Grade 13, Step 0)

### CASEWORKER TRAINEE:

This is a full-time, provisional appointment. Permanent appointment is contingent upon Civil Service examination. The trainee level is used to recruit the Caseworker field college graduates with a career interest in Casework. Under direct supervision, performs varied duties related to providing Social Work Services for individuals and families to assist them with their economic, emotional social, and environmental difficulties. Trainees will receive extensive training either in a classroom setting or on-the-job, while performing duties of a limited professional nature under close and continuing supervision. Does related work as required.

- Trainee appointments are for a period of one (1) year, following which incumbents receiving satisfactory ratings will be advanced to the title of Caseworker without further examination.

**CASEWORKER TRAINEE MINIMUM QUALIFICATIONS:** Graduation from an accredited or New York State registered four-year college or university with a Bachelor's Degree.

### CASEWORKER:

This is a full-time, provisional appointment. Permanent appointment is contingent upon Civil Service examination. The incumbent in this position provides professional casework services. The duties require the application of modern social work techniques in formulating plans to carry out and meet the individual needs and problems of the cases assigned for individuals and/or their families, including children, to assist them with their economic, emotional, social, and environmental difficulties. Work is performed under the supervision of a higher-ranking supervisor. A Caseworker may help to supervise the work of a Caseworker Trainee. Does related work as required.

**CASEWORKER MINIMUM QUALIFICATIONS:** A Bachelor's Degree in Behavioral Sciences, Human Services, Social Science, Social Work, Counseling, Nursing, Education or other human services fields from a regionally accredited college or university or one recognized by the New York State Education Department **and** one (1) year of full-time paid experience as a Caseworker providing social services in a public or private human services agency.

**SPECIAL REQUIREMENT:** Must have access to transportation to meet fieldwork requirements in a timely and efficient manner. The job involves extensive travel to all parts of the county and state and occasional travel out of state. Possession of a valid New York State driver license is required at time of appointment, and this license must be maintained throughout employment.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

**Applications can be obtained at: [https:](https://www.greene-county-ny.gov/hr/employment)**

**[GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2024.pdf](https://www.greene-county-ny.gov/hr/employment)**

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@greene-county-ny.gov](mailto:hr@greene-county-ny.gov).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and a drug screen.