

**SENIOR CASEWORKER (MENTAL HYGIENE - CHILD)**

&

**SENIOR CASEWORKER (MENTAL HYGIENE - CHILD) (SPANISH SPEAKING)**

Full-time Positions @ 35 hours per week  
Starting Salary is \$21.19/hour with Benefits

The Chautauqua County Department of Mental Hygiene is seeking qualified applicants for the positions of (1) - Senior Caseworker (Mental Hygiene – Child) and (1) - Senior Caseworker (Mental Hygiene – Child) (Spanish Speaking)\*. Incumbents in this class provide mental hygiene casework services to seriously mentally ill and/or seriously emotionally disturbed children (and their families) who are at high risk of placement outside the home, including risk of hospitalization, and who are without an individual to monitor their receipt of service and compliance with needed services. The incumbent's role is to perform problem-solving functions that overcome obstacles faced by the client such as system rigidity, fragmented services, under-utilization of services, and lack of accessibility to certain services and resources. These are full-time positions located in Mayville, New York. The selected candidates will be hired provisionally, pending successful competition of a Civil Service examination to be held at a later date. A description of duties and minimum qualifications are listed below.

*\*Senior caseworker (Mental Hygiene – Child) (Spanish Speaking) applicants please note: The candidate's ability to perform bi-lingual communication in English and Spanish will be assessed by the appointing authority and/or a supervisor during the probationary period.*

Please complete the Chautauqua County Application for Examination or Employment (Available on this Website) and send it to:

Chautauqua County Department of Human Resources  
Gerace Office Building, Room 144  
3 North Erie Street  
Mayville, NY 14757

Equal Opportunity Employer

**SENIOR CASEWORKER (MENTAL HYGIENE - CHILD)**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class provides mental hygiene casework services to seriously mentally ill children (and their families) who are at high risk of placement outside the home, including risk of hospitalization, and who are without an individual to monitor their receipt of service and compliance with needed services. The incumbent's role is to perform problem-solving functions that overcome obstacles faced by the client such as system rigidity, fragmented services, under-utilization of services, and lack of accessibility to certain services and resources. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Contacts the referred child and family to provide information about case management and to explore the family's receptivity to the case management process;

As part of the assessment process, obtains parental permission to secure and review information necessary to determine the child's appropriateness for the Supportive Case Management Program, including an evaluation of the child's level of functioning, assessment of service needs, assessment of the barriers to care or gaps in the service system, and evaluation of the child's strengths, support system and other factors specific to the child's and the family's care;

Develops a Case Management Plan to effect the coordination of services for both the child and his/her family specifying both long and short-term goals to be achieved through the supportive case management process; Insures that Case Management Plans reflect the integration of clinical care plans throughout the process that avoids duplication, provides continuity of care and addresses the interdisciplinary needs of the child/family; Implements the child's case management plan by securing necessary services, advocating for the child/family when needed or developing alternate services to assure continuity in the event of service disruption; Provides Crisis Intervention when necessary including assessment of the nature of the child's/family circumstance, determining immediate service needs and revision of the case management plan accordingly to reflect any changes in activities or objectives to achieve the desired goal; As necessary, consults with supervisor or mental health clinician to develop a plan of action when the child's assessment suggests the potential of harm to self or others; Convenes and facilitates community treatment team meetings to coordinate services to child/family, including representatives from all service providers involved with the child/family such as Child Protective Services, Probation, therapist, psychiatrist, family advocate, school personnel, etc.; Monitors the case management plan to assure that services are delivered in a manner consistent with the plan and satisfactory to the child/family; Maintains medical records and provides accurate documentation of all services rendered; Completes necessary reports to document services provided for billing or reporting purposes; Utilizes and monitors the use of Case Management Service Dollars in support of the Case Management Plan; Develops and maintains positive working relationships with agencies while advocating for the needs of the child/family.

**FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern theories, principles, practices and programs in the area of child development, child/adolescent mental illness; Good knowledge of evaluation and assessment of emotional/behavioral disorders of children, adolescents and families; Good knowledge of crisis management techniques and the ability to make independent decisions in crisis situations; Working knowledge of State and local regulations and programs within the mental hygiene system; ability to develop positive effective relationships with children and adolescents; ability to communicate effectively with children/adolescents; strong negotiation skills appropriate for use within family systems; skill in working with children/adolescents utilizing a systems framework; ability to demonstrate sensitivity to the needs and reactions of others; good powers of observation and analysis; initiative; tact; emotional maturity; good judgment; good counseling skills; mental and physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**Open Competitive:** EITHER:

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in a Human Services field, and one (1) year full-time paid professional experience providing services through direct client contact to mentally ill and/or seriously emotionally disturbed children and their families in a recognized human service agency. OR
- B. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree in a Human Services field, and two (2) years of experience as stated in A. above.

**Additional Requirements:** Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.

**SENIOR CASEWORKER (MENTAL HYGIENE – CHILD) (SPANISH SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class provides mental hygiene casework services to seriously mentally ill children (and their families), particularly those that are Spanish speaking, who are at high risk of placement outside the home, including risk of hospitalization, and who are without an individual to monitor their receipt of service and compliance with needed services. The incumbent's role is to perform problem-solving functions that overcome obstacles faced by the client such as system rigidity, fragmented services, under-utilization of services, and lack of accessibility to certain services and resources. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Contacts the referred child and family to provide information about case management and to explore the family's receptivity to the case management process; As part of the assessment process, obtains parental permission to secure and review information necessary to determine the child's appropriateness for the Supportive Case Management Program, including an evaluation of the child's level of functioning, assessment of service needs, assessment of the barriers to care or gaps in the service system, and evaluation of the child's strengths, support system and other factors

specific to the child's and the family's care;

Develops a Case Management Plan to effect the coordination of services for both the child and his/her family specifying both long and short-term goals to be achieved through the supportive case management process;

Insures that Case Management Plans reflect the integration of clinical care plans throughout the process that avoids duplication, provides continuity of care and addresses the interdisciplinary needs of the child/family;

Implements the child's case management plan by securing necessary services, advocating for the child/family when needed or developing alternate services to assure continuity in the event of service disruption;

Provides Crisis Intervention when necessary including assessment of the nature of the child's/family circumstance, determining immediate service needs and revision of the case management plan accordingly to reflect any changes in activities or objectives to achieve the desired goal;

As necessary, consults with supervisor or mental health clinician to develop a plan of action when the child's assessment suggests the potential of harm to self or others;

Convenes and facilitates community treatment team meetings to coordinate services to child/family, including representatives from all service providers involved with the child/family such as Child Protective Services, Probation, therapist, psychiatrist, family advocate, school personnel, etc.;

Monitors the case management plan to assure that services are delivered in a manner consistent with the plan and satisfactory to the child/family;

Maintains medical records and provides accurate documentation of all services rendered;

Completes necessary reports to document services provided for billing or reporting purposes;

Utilizes and monitors the use of Case Management Service Dollars in support of the Case Management Plan;

Develops and maintains positive working relationships with agencies while advocating for the needs of the child/family.

**FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern theories, principles, practices and programs in the area of child development, child/adolescent mental illness; Good knowledge of evaluation and assessment of emotional/behavioral disorders of children, adolescents and families; Good knowledge of crisis management techniques and the ability to make independent decisions in crisis situations; Working knowledge of State and local regulations and programs within the mental hygiene system; ability to develop positive effective relationships with children and adolescents; ability to communicate effectively with children/adolescents; strong negotiation skills appropriate for use within family systems; skill in working with children/adolescents utilizing a systems framework; fluent in the Spanish language; ability to demonstrate sensitivity to the needs and reactions of others; good powers of observation and analysis; initiative; tact; emotional maturity; good judgment; good counseling skills; mental and physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**Open Competitive:** EITHER:

- C. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in a Human Services field, and one (1) year full-time paid professional experience providing services through direct client contact to mentally ill and/or seriously emotionally disturbed children and their families in a recognized human service agency. OR
- D. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree in a Human Services field, and two (2) years of experience as stated in A. above.

**Additional Requirements:** Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.

**NOTE:** The candidate's ability to perform bi-lingual communication in English and Spanish will be assessed by the appointing authority and/or a supervisor during the probationary period.