

NURSE CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing social work services related to the economic, emotional, social and medical needs of individuals and/or families. The incumbent will assess clients in a variety of settings and offer options, connection with services and follow-up case management for individuals and their caregivers. This position differs from that of a Caseworker in that some of the duties are medical in nature and require certification to practice as a Registered Nurse. The work is performed under the general supervision of a Unit Supervisor. General supervision may be exercised over home care staff. A Nurse Caseworker does related work as required.

TYPICAL WORK ACTIVITIES:

- Completes assessments of clients and obtains all required documentation;
- Develops, revises and implements service plans to meet the needs of the individual or family;
- Discusses concerns with clients, provides options counseling, assists with goal setting and provides follow-up;
- Refers clients or others to resources available within the agency or the community;
- Explains policies, procedures, rules, regulations and legal requirements to clients;
- Accompanies children with special needs traveling to school or services;
- Contacts professionals such as doctors and psychologists in an effort to ensure appropriate services are provided;
- Provides counseling to clients and caregivers;
- Completes intake of new clients;
- Investigates abuse and may refer indicated cases to attorney for legal action;
- Discusses cases with supervisor to inform of progress, obtain suggestions and determine potential outcomes;
- Completes a variety of periodic reports required by the State and Local Agencies;
- Attends in-service training in order to broaden skills;
- Accompany subordinates to provide training, mentoring and periodically provide written evaluations of progress to Supervisory Personnel;
- Attend meetings and speak to groups concerning the older persons and youth and the role of the department;
- Conduct case conferences with workers and community-based organizations to discuss specific approaches, goals to be attained and what needs to be done to reach those goals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of acceptable standards of practice for registered nurses; good knowledge of current social problems and their effects on individuals, groups, and society; good knowledge of interviewing techniques and human behavior; ability to acquire a knowledge of established and changing laws, regulations, rules, procedures, policies, and systems as they relate to social casework; ability to communicate effectively both orally and in writing; good powers of observation and analysis; tact; emotional maturity; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATION: Possession of a license and current certification to practice as a Registered Professional Nurse in New York State and either:

A) Possession of a Bachelor's Degree in Nursing or a health or human services field;

OR

B) Two (2) years of experience as a Registered Nurse in home care nursing or social casework.

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 New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Must possess and maintain a New York State Driver's License and the availability of an appropriate vehicle in meeting the transportation requirements of the job.

SPECIAL REQUIREMENT FOR DEPARTMENT OF SOCIAL SERVICES: New hires will be required to submit to and pass a pre-employment Staff Exclusion List (SEL) check and a State Central Register (SCR) background check due to access and exposure to child abuse and maltreatment records.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 10/22/2025