

## **CASEWORKER/RN**

DEPARTMENT: Tioga County Department of Social Services  
CLASSIFICATION: Competitive  
SALARY GRADE: CSEA, Salary Grade XIV  
ADOPTED: Revised 6/97; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of a supervisor, the work involves the responsibility for providing case management services, inclusive of skilled nursing and social assessments and/or case work services, related to long-term care and protective service needs of individuals and their families assisting them with economic, psycho-social, medical, safety and environmental barriers to independent living. The individual reports to a higher level caseworker and/or supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assess and identify need for services related to the long-term health care and protective service needs of individuals and their families through in-depth interviews;
- Formulates and implements plan to meet the medical, psycho-social, economic, safety and environmental needs of individuals;
- Provides ongoing monitoring and assessment for change in clients' status and need for revisions in the plan of care and implementation of additional services;
- Establishes a relationship with individuals and families enabling them to maximize their independence and problem solving abilities;
- Provides counseling related to the resources available to meet the needs of individuals, promoting community independence and determining how an individual's needs can best be met in the least restrictive environment possible.
- Maintains New York State Health Department Certification for completion of Medical assessment and Pre-admission Review Instrument (PRI)/Screen for nursing home placement;
- Completes agency intakes, providing information and referrals as needed;
- Conducts skilled nursing and social evaluations in conjunction with in-home personal care services and nursing home placements;
- Serves as liaison and assist in discharge planning with area hospitals;
- Maintains working relationships with various community agencies to which individuals and families are referred for services;
- Maintains case records, prepares reports and documentation for the Fair Hearing Process and appear before the Fair Hearing Officer as requested;
- Attends continuing education seminars and workshops to maintain currency in medical assessment, nursing and social process and resource availability.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of modern principle of Nursing Process and Case Management at the level of Registered Professional Nurse; working knowledge of Federal, State and local Social Services, Department of Health and Office for Aging programs; ability to deal with high stress situations; ability to respond to constructive critique and direction in a positive manner; sensitivity to the reactions of others; good powers of observation and analysis; ability to effectively communicate both verbally and in writing; initiative; tact; sound judgment; emotional maturity; ability to report to various work sites as directed; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:** Current / valid New York State Registered Professional Nure licensure and **either:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Nursing and one (1) year full-time paid experience or its part-time equivalent as a Registered Nurse or related human services experience; **OR**
- (b) Two (2) years full-time paid experience or its part-time equivalent as a RN or related human services experience.

### **SPECIAL REQUIREMENTS:**

The possession of a valid New York State driver's license is required at the time of appointment as well as reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.