



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE:**                   **CASEWORKER-48 (HELP Program)**

**SALARY:**                \$27.85 - \$38.16 hourly

**LOCATION:**             Monroe County Department of Human Services

**JOB SUMMARY:**

This position is responsible for performing client management activities related to social case work services such as protective services, foster care, adoption, day care and preventive services. Duties involve assisting clients with economic, emotional, social and environmental difficulties by developing service plans and making referrals to address social problems identified throughout the course of a case. Duties also involve conducting home visits to investigate reports of abuse and/or neglect of children or adults, assessing the safety of the environment, and providing necessary interventions such as removal and placement out of the home, or Family Court, when warranted. Duties are performed within well-defined laws and guidelines and under stressful conditions and can include de-escalating volatile situations. Travelling is a large part of the duties including visiting clients in jail as well as other locations in the community and transporting clients in a motor vehicle. This level differs from the higher, Senior Caseworker by virtue of having more contact with clients and the lack of managing a casework team. The employee reports directly to and works under the general supervision of a Casework Supervisor, Senior Caseworker, Special Assistant Public Defender, Special Assistant Conflict Defender, or other higher-level staff member. General supervision may be exercised over support staff. Does related work as required.

**NOTE:** This position, located in the Department of Human Services, Child Protective After-Hours Unit, is responsible for responding to CPS investigations on nights and weekends.

Duties involve conducting home visits to investigate reports of abuse and/or neglect of children, assessing the safety of the environment, and providing necessary interventions such as removal and placement out of the home when warranted. Duties are performed within well-defined laws and guidelines and under stressful conditions and can include de-escalating volatile situations. The employee reports directly to and works under the general supervision of a Casework Supervisor, Senior Caseworker, or other higher level staff member.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree.

**SPECIAL REQUIREMENTS:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

**SPECIAL REQUIREMENTS (continued):**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**RESIDENCY REQUIREMENT:**

There is no residency requirement for this position.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES  
111 WESTFALL RD. – ROOM 752B  
ROCHESTER, NEW YORK 14620

**Posting Date:** February 25, 2025

**Posting Deadline:** Until Filled