

**BOARD OF EDUCATION  
DEPARTMENT OF HUMAN RESOURCES  
18 SOUTH PERRY STREET  
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 22-23-208  
MARCH 2023**

**SCHOOL CASEWORKER  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**NOTICE OF POSITION**

**POSITION:**

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**SCHOOL CASEWORKER  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**APPLICATION**

Candidates must complete an application available to print through the Human Resources Tab  
[www.poughkeepsieschools.org](http://www.poughkeepsieschools.org)

**MINIMUM QUALIFICATIONS:**

EITHER:

(A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Social Work, Psychology, Counseling or a related field;

OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in Social Work, Psychology, Counseling or a related field and one year of responsible work experience which primarily involved the counseling of youth;

OR: (C) An equivalent combination of training and experience as in (A) or (B) above.

**SPECIAL REQUIREMENT:** Possession of a valid driver's license at the time of appointment.

**DUTIES:**

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

This is a very responsible position in a school district involving the delivery of preventive services to students and their families upon referral or by judicial determination of the necessity for such services. This class provides case management services on a voluntary basis to families where problems in the home are seen as causing problems with a child's school performance. The major

thrust centers around preventive services for youngsters in need of intervention due to conditions such as neglect and/or abuse, emotional and/or behavioral problems, and for youngsters in danger of becoming involved with the juvenile justice system. Services offered include, but are not limited to, advising on and recommending the use of available community resources to address specific problems, arranging for or transporting parents or caretakers to the initial contact with the community resource or assisting agency; financial management services, day care, family counseling, and twenty-four hour access to emergency services. General supervision is received from higher-level administrative staff. Travel in the course of a workday may be required. Evening work and other than normal work hours can be expected in this position.

Good knowledge of the principles, methods, and practices of social case management; good knowledge of available community resources and facilities; working knowledge of federal, state, and local public welfare laws and programs as they relate to the delivery of human services; working knowledge of basic interviewing and counseling techniques and practices; good powers of observation, perception, and analysis; good organizational ability; ability to maintain records; ability to communicate effectively both orally and in writing; ability to identify positively with people; ability to relate to a potentially difficult client population; initiative; resourcefulness; emotional maturity; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

#### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title:

1. Determines needs for services via contact with the child and works to determine type of services required;
2. Studies background and need for care of children referred, securing information from the child, family, relatives, schools, churches, family courts, social service personnel, and outside agencies;
3. Provides service planning and undercare to assigned caseloads in the forms of interviewing, counseling, coordination, linking, advocacy for ancillary services, and transportation;
4. Provides preventative services to families of high risk children to avert foster care; in consultation with supervisor determines necessity for foster placement;
5. Promotes, preserves or re-establishes family relationships;
6. Advocates for individuals and families in crisis;
7. Maintains liaison with community agencies and resources for purposes of client referral;
8. Works collaboratively with school district administrators, guidance counselors, social workers, psychologists, and teachers as well as Social Services staff in carrying out the service plan;

9. Composes and maintains case records on assigned caseloads;
10. Maintains a daily activity log;
11. May prepare affidavits and petitions and appears in court on behalf of agency and/or school district;
12. May be required to respond to telephone requests after working hours;
13. Does related work as required.

**APPOINTMENT:**

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

**\*This position(s) will be appointed provisionally. You will be required to pass a Civil Service exam in order to receive a permanent appointment.**

**SALARY:**           \$65,000.00

**EFFECTIVE DATE:**   As soon as possible after an offer of employment

**APPLICATION**

**DEADLINE:**           Open until filled

**SEND ALL INTEREST TO:** <https://olasjobs.org/hroffice@poughkeepsieschools.org>

Dr. Timothy Wade  
Assistant Superintendent of Administrative Services  
18 South Perry St.  
Poughkeepsie, New York 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.