

**CITY OF CRANSTON, RHODE ISLAND  
ANNOUNCES AN OPEN PROMOTIONAL AND COMPETITIVE CIVIL SERVICE  
EXAMINATION FOR  
CASE WORKER/CASE MANAGER  
CRANSTON SENIOR ENRICHMENT CENTER**

**Salary Range**

**Minimum: \$40,877.93**

**Maximum: \$49,770.08**

**Applications must be filed on or before 4:30 PM, May 17, 2019, in the Office of the Personnel Director, Room107, Cranston City Hall 869 Park Avenue, Cranston, RI 02910. Applications are available in the Office of the Personnel Director and on the Personnel webpage at: [www.cranstonri.com](http://www.cranstonri.com). Time and place of examination to be announced by email; please provide an active email address on your application.**

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**GENERAL CHARACTERISTICS:** The Case Worker/ Case Manager reports directly to the Social Services Director. Strong communication and interpersonal skills are required.

**ILLUSTRATIVE EXAMPLES OF WORK:**

Responsible for providing comprehensive assessments to Cranston Senior Services participants and clients in the community. Assist and inform clients and their families of available community services and refer clients, as necessary, to agencies providing such services. Coordinate and facilitate support groups. Perform home visits, assess senior's situation, identifying and referring to resources and providing follow-up on all cases as assigned. Develop, implement, and monitor a care plan utilizing all appropriate and available resources. Keep accurate and confidential records of all activities, including the maintenance of daily, weekly and monthly reports. Attend workshops and training sessions on human services when appropriate. Work with other social service team members to develop statewide resource file with the assistance of student interns. Coordinate with other social service providers who have agreed to provide services to clients. Perform any other related duties as required.

**DESIRABLE KNOWLEDGE AND SKILLS:**

Knowledge of the needs of elderly and agencies available to meet client's needs. Ability to maintain accurate records. Ability to plan and organize work in order to review the maximum number of clients. Skill in meeting the public. Must have strong interpersonal skills, case management and organizational skills.

**DESIREABLE EXPERIENCE AND TRAINING:**

Minimum of Bachelor's Degree in Social Services or related field is required. Applicants must also have minimum of two (2) years of experience with elderly population.

EXAMINATION:

The examination shall consist of a written examinations which shall weigh 100%. The minimum passing grade shall be a median score of 70%. Qualified employees will have the appropriate seniority points added to a passing score. Notice of examination date and time will be sent to applicants by email. There will be no makeup examinations.

PREFERENCE:

Honorably discharged active-duty war veterans who have received a passing grade of 70% shall have five (5) points added to their final grade and disabled active-duty war veterans shall have ten (10) points added to their final grade. In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish a copy of his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veteran's Administration. **The DD 214 and proof of disability classification must be submitted at the time of the written examination.**

**Veterans' dates for active duty war veterans are as follows:**

- December 7, 1941 - December 31, 1946
- June 27, 1950 - January 31, 1955
- July 1, 1958 - January 1, 1959
- August 5, 1964 - May 7, 1975
- August 20, 1982 - December 31, 1987
- December 20, 1989 - January 31, 1990
- August 2, 1990 - May 1, 1994
- September 18, 2001- A period prescribed by law, an Act of Congress or Presidential Proclamation.
- October 16, 2002- A period prescribed by law, an Act of Congress or Presidential Proclamation.

**This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."**

*\*Cranston is an Equal Employment Opportunity Employer\**