

SOCIAL WORK ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position requires the performance of social work services in helping residents with social, emotional and related issues associated with their medical condition. The work is performed under the general supervision of a higher-level employee. Employees in this class are expected to confer with professionals or agencies in or outside the facility to obtain assistance and guidance for residents. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides social work services and support to residents to assist them in their adjustment to their illnesses, disabilities, and placement;

Collects and maintains appropriate data from various sources such as professional staff and residents families to establish an overall approach to solution of medical and social issues;

Maintains information on community and health resources, which can be utilized during the residents care;

Promotes and supports contact with family to report on changes in health condition, discharge planning;

Obtains and records social information to develop residents case histories and updates;

Provides community education about services, social issues, solutions and options for residents families, community agencies, and others;

Participates in the development and implementation of and adherence to the rights and responsibilities of residents;

Participates in the process of transferring residents to appropriate levels of medical care;

Makes arrangements for obtaining needed adaptive equipment, clothing, and personal items;

Coordinates and attends weekly interdisciplinary conferences to review care plans and ensure a concise care plan is in effect;

Provides community education regarding the Health Care Proxy;

Assists residents with personal affairs such as paying bills, banking, purchasing personal needs, and paperwork;

Schedules, organizes, and leads family group and resident group meetings, including arranging for speakers and special guests;

Refers residents and family for appropriate community services;

Assists residents in making decisions about their health care and whether they would like everyone else involved in their health care.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the practices and procedures of social case work and of the social factors related to disease and disability;

Skill in interviewing techniques;
Ability to establish and maintain successful relationships with people;
Ability to organize work effectively;
Ability to communicate effectively both orally and in writing;
Ability to organize work effectively;
Ability to prepare reports;
Sensitivity to the reaction of others;
Good powers of observation and analysis;
Tact.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in social work, sociology, psychology, human services, or closely related field; OR
- B) Graduation from high school or possession of an equivalency diploma and two years of experience performing social work services*; OR
- C) An equivalent combination of training and experience as indicated within the limits of A) and B) above.

*Social work services include those activities that are directed toward enhancing a resident's ability to cope with and to solve problems, and referral of residents to supporting resources and services. Functions include resident's assessment, problem identification, development, monitoring and revision of a plan for services, motivational support, counseling, crisis intervention, referral to social and support services, and coordination of services.

*Social work services do not include experience which is custodial in nature and/or which involves providing direct personal care to residents, such as nursing, nurse's aides or home health aides. It also does not include experience gained in positions such as Probation Assistant, Community Service Worker, or doing benefits determination, e.g. Social Welfare Examiner.