

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR SOCIAL WORK ASSISTANT **GRADE:** 14

TITLE ABBREVIATION: SR SOC WRK ASST **TITLE NO.:** 6663

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** ADMISSIONS

SUPERVISOR'S TITLE: DIRECTOR OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervision of a number of lower level employees that provide social services to the Residential Health Care Facility population. The work is carried out in accordance with Federal, State and local Health Department regulations. Work is performed under the general supervision of the Director of Social Services. Discharge planning is coordinated with other professionals within the facility as well as outside agencies. An employee in this class assists with the interpretation and implementation of policy and procedure. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the developing, interpreting, and implementing policies and procedures in accordance with federal, state, and local regulations;
2. Interprets and enforces rules and regulations as established by federal, state and local laws and mandates;
3. Reviews discharge plans developed by a multi-disciplinary team of professional staff representatives from medical, nursing, occupational therapy, physical therapy, social services and other related units;
4. Attends multi-disciplinary team meetings for admissions, discharges and transfers;
5. Insures compliance with discharge planning policy by reviewing medical record documentation;
6. Instructs and directs Social Work Assistants in developing assessments of resident's needs throughout times of admission, stay and discharge;
7. Reviews Social Work Assistants' New York State Health Department screens and medical record documentation for their timeliness and accuracy assessing resident's needs;

8. Establishes a list of resource agencies necessary for discharge planning and maintains cooperative relationships;
9. Provides casework services to a small caseload;
10. Maintains necessary records and prepares reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of Federal, State and local Health Department laws and programs; good knowledge of modern social casework methods; ability to plan, direct and accept responsibility for the work of others; ability to prepare clear reports; ability to establish and maintain successful relationships with department personnel and resource agencies; ability to interpret the work of the agency; good powers of observation and analysis; good judgment; emotional maturity; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an MSW; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in social work or related field and two (2) years of full-time social work experience, one (1) year of which was in a supervisory capacity.

REVISED: 11/17/89

REVISED: 09/12/2012 dmc