

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** SOCIAL WORK ASSISTANT **GRADE:** 13

**TITLE ABBREVIATION:** SOC WRK ASST **TITLE NO.:** 6690

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

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

**SUPERVISOR'S TITLE:** DIRECTOR OF SOCIAL SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for formulating and carrying out plans to provide services to residents and their families. The work is carried out in accordance with specific New York State Health Department guidelines and involves assisting residents and their families with economic, emotional, social and environmental difficulties related to residential health care placement. Work is performed under the general supervision of the Director of Social Services or a Senior Social Work Assistant with in-service training provided through consultation with supervisor, MSW consultant and the facility's staff development program. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Studies the background and needs of the disabled and geriatric residents in the skilled nursing facility, securing information from the resident, the family and appropriate staff;
2. Develops a narrative social profile for each resident on which to base goals and plans;
3. Develops an assessment of the resident's needs and formulates goals and plans;
4. Counsels residents and families to promote adjustment to long term institutional living, psychological and physiological adjustments to aging, acceptance of death and dying, and provides ongoing counseling as necessary;
5. Reviews and updates goals and plans periodically with resident and family input to reflect changes in the resident's needs and situations;
6. Maintains a social service case record and write letters and reports as necessary;

7. Participates in multi-disciplinary resident care conferences;
8. Participates in planning resident discharges utilizing community resources as necessary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of New York State Health Department and New York State social services regulations; good knowledge of modern social case work methods; good knowledge of social problems related to the residential health care facility population; ability to establish and maintain successful relationships with people; good powers of observation and analysis, tact, good judgment; emotional maturity; willingness to work with the geriatric population; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree or **higher** in social work or related field.

Note Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.