

## ASSISTANT SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: Duties require the performance of social work in helping patients with social, emotional and related difficulties associated with their mental condition. Work is performed under the supervision of a social worker or other professional on a consulting or direct supervisory basis. Independence of action of this position varies depending upon whether or not the position is under the direct day-to-day supervision of a professional. Employees in this class are expected to meet with professionals or agencies in or outside of the facility to obtain assistance and guidance for patients. Performs related work as required.

### TYPICAL WORK ACTIVITIES:

Provides sub-professional social work services to help patients adjust to their illness or disabilities;  
Collects and maintains appropriate data from various sources such as professional staff and patients' families to establish an overall approach to solution of psychological, medical and social problems;  
Maintains information on community and health resources which can be utilized during the patient's care and subsequent to his/her discharge;  
Participates in the process of transfer of patients to other levels of care as appropriate;  
Works with private, voluntary and other public agencies to identify the availability of medical and mental health related community services;  
Performs a variety of related duties as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

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

Working knowledge of the practices and procedures of social casework; the ability to organize work effectively; the ability to prepare reports; and the ability to get along well with others.

### MINIMUM QUALIFICATIONS:

- a) Bachelor's degree in behavioral sciences, health or related field; or
- b) Bachelor's degree and one (1) year experience working with patients or clients on aspects of social health, educational or rehabilitation problems in an agency or institution adhering to acceptable standards; or
- c) Associate's degree and three (3) years experience working with patients or clients on aspects of social health, educational or rehabilitation problems in an agency or institution adhering to acceptable standards; or
- d) An equivalent combination of training and experience as described in (a) or (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education, as a post secondary, degree-granting institution.

### SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.

ADDITIONAL NOTE: In the event enough qualified candidates with appropriate experience cannot be recruited, a candidate lacking up to one (1) year of the required experience may be appointed as a TRAINEE. Such candidate must possess at least a high school or comparable diploma.