

SOCIAL WORK ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing limited social work services to patients* of hospitals, nursing homes, and health related facilities to help them with social, emotional and related difficulties associated with their illnesses. May coordinate or assist in coordinating the admissions process in a nursing home. The work is performed under the supervision of a qualified social worker who is available either on a consulting or direct supervisory basis. Independence of action will vary depending upon whether or not the incumbent is under direct daily supervision. Employees in this class are expected to confer with professionals or agencies in or outside of the facility to obtain assistance and guidance for patients.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Provides limited social work services to help patients adjust to their illnesses or disabilities; Responsible for facilitating groups; Collects and maintains appropriate data from various sources such as professional staff and patients' families to establish an overall approach to solution of medical and social problems; Maintains information on community and health resources which can be utilized during the patients' care and subsequent to his discharge; Records social information to develop patient case histories; Participates in the process of transferring patients to other levels of medical care as appropriate; Works with private, voluntary and other public agencies to identify the availability of medical and health related community services.

When assigned admissions duties: Procures initial assessment information for potential residents from hospitals, adult homes and other agencies and sources; May make field visits to potential residents to obtain required information; Provides assessment information to appropriate staff members for review and comment; Coordinates the activities of the Admissions Committee including scheduling meetings, providing the committee members with applications for admission, physical assessments, financial information, etc.; Informs applicants, family and others if admission has been approved or denied; Makes arrangements to admit new residents.

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; Ability to organize work effectively; Ability to prepare reports; Ability to get along well with others; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. A master's degree in social work, sociology, psychology, human services, special education, rehabilitation counseling, or closely related field or a certified social worker; OR
- B. A bachelor's degree in social work, sociology, psychology, human services, special education, rehabilitation counseling, or closely related field and two years of full-time 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 client's abilities to cope with and to solve problems, and referral of claims to supporting resources and services. Functions include client 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 clients, such as nursing, nurse's aides or home health aides. It also does not include experience gained in positions such as Probation Assistant, Community Services Worker, or doing benefits determination ie Social Services Program Specialist.

*The term "patient" should be changed to "resident" when position is used in health related facilities

Revised 5/7/80, 1/18/93, 12/28/93, 8/14/95, 2/10/00, 9/29/00, 11/28/01, 9/9/05, 11/4/05
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