

SOCIAL WORK ASSISTANT II

DEPARTMENT: Tioga County Mental Hygiene Department
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Grade XI
ADOPTED: 5/92; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This class may be a promotional step from the Social Work Assistant I class. It is differentiated by the increased complexity of cases and tasks assigned as well as increased latitude of judgment. The work involves responsibility for the provision of para-professional social work services to patients/clients of the Community Mental Health Center to help them with social, emotional, and related difficulties associated with their mental conditions. The work is carried out in accordance with standard accepted social work methods as they are applied to para-professional tasks, as well as the local policies and procedures as developed by the Director of Community Services, and involves the direct provision of limited social work services to assist patients/clients to adjust to their mental disabilities; meeting with professionals or agencies in or outside of the Center to obtain assistance and guidance for patients; and maintaining a variety of data on patients/clients to utilize in the preparation of periodic reports on activities conducted and observations made. The class requires the incumbent to perform independent analysis. Work is performed under the direct supervision of a professional social worker on a consulting or direct supervisory basis, with independence of action permitted within the limits of approved treatment plans. Assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides limited social work services to help patients/clients adjust to their illness or disabilities;
- Provides supportive counseling/therapy to individuals/families as assigned;
- Prepares social histories and assessments as part of intake process;
- Collects and maintains appropriate data from various sources such as professional staff and patients'/clients' families to establish an overall approach to solution of psychological, medical, and social problems and maintains client progression;
- Participates in discharge planning activities of inpatient psychiatric units to facilitate transfer to community services;
- Serves as primary program contact to patients/clients who are awaiting clinical assignment or require sub-clinical level of support;
- Provides crisis intervention/referral services;
- Assists clients in identifying and attaining educational, work and other rehabilitative goals and which may involve educating clients on life skills;
- Maintains information on community and health resources which can be utilized during the patient's/client's care and subsequent to his/her discharge;
- Participates in the process of transfer of patients/clients 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;
- Reports to superiors regarding activities conducted and observations made of patient/client reactions;
- Consults with the superiors regarding the handling of difficult situations occurring with patients/clients;

2. Social Work Assistant II

- Prepares a variety of required written reports and case notes regarding activities conducted and client/patient reactions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the principles of social development. Working knowledge of the principles, practices and techniques of crisis intervention and supportive counseling. Working knowledge of the practices and procedures of social casework and of the social factors affecting disease and disability; working knowledge of the location of area human services and social service agencies and organizations from which services for patients/clients can be obtained; ability to organize work effectively; ability to prepare reports; ability to get along well with others, including clients/patients and professional resource persons, with an extraordinary amount of tact and courtesy; a high degree of empathy for those with mental and emotional difficulties; initiative and resourcefulness; good judgment; neatness; ready access to transportation to meet field work requirements; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three years of full-time paid direct human services experience or its part-time equivalent; at least one of which must have been under the direct supervision of a licensed mental health professional.

PROMOTIONAL

Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in the Tioga County Dept. of Mental Hygiene and must have served continuously on a permanent basis for 6 months immediately **preceding the date of the written test** as a **Social Work Assistant I**.

NOTE: 30 or more academic credits in the Behavioral or Social Sciences may substitute for one-year experience.

SPECIAL REQUIREMENT: Possession of a current valid Motor Vehicle Operator's License.