

## SOCIAL WORK ASSISTANT (Community Mental Health)

GENERAL STATEMENT OF DUTIES: Provides sub-professional social work services to patients of mental health-related facilities; does related work as required.

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

EXAMPLES OF WORK: (Illustrative only)

- Provides limited 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 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.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Working knowledge of the practices and procedures of social case work and of the social factors related to disease and disability; the ability to organize work effectively; ability to prepare reports; and the ability to get along with others.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in social work, sociology, psychology, human services, or resources.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/24/80  
Revised: 8/5/80