

SOCIAL WORK ASSISTANT

(Nursing Homes)

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of social work in helping people with social, emotional, and related difficulties associated with their medical condition. An incumbent assigned to the Department of Nursing Homes provides these services to patients or residents of hospitals, nursing homes, or health-related facilities. The work is performed under the supervision of a qualified Social Worker. 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 in a variety of agencies in order to obtain assistance and guidance for patients and residents. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Records social information to develop patient case histories;
- Provides social work services to help patients adjust to their illnesses 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 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 development and implementation of and adherence to the rights and responsibilities of patients;
- 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.

FULL PERFORMANCE KNOWLEDGES, 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 in older individuals; ability to organize work effectively; ability to prepare reports; ability to get along with others; tact; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in social work, gerontology, sociology, psychology, human services, or a degree in another field including or supplemented by successful completion of 30 semester credit hours in the social or behavior sciences;

OR

- B) Four years of full time social casework experience obtained in a nursing home in New York State. Pursuant to Title 10 NYCRR Section 415.5 (g)(2)(iii), such experience must have been obtained prior to October 1, 1990.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION