

STAFF SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: These duties require the performance of social work in helping clients with social, emotional, and related difficulties associated with their disabilities or health needs. The work is performed within prescribed routines with some leeway permitted in determining the scope of work to be performed in helping the client to adjust from crisis situations to increased quality of life. The work may be performed either under the supervision of higher-level social work personnel or under the general direction of the facility administrator depending upon organizational arrangements. Employees in this class are expected to meet with professionals or agencies in or outside the community to obtain assistance and guidance for clients. Home visits are a regular occurrence in this role. A Staff Social Worker does related work as required.

EXAMPLES OF WORK:

- Participates in the intake, screening, and/or assessment of new crisis cases/referrals;
- Participates as a team member in meetings for multiple agency involvement;
- Provides social work level counseling/services to help clients adjust to their physical, emotional, social, and/or mental limitations or needs;
- Refers clients to other governmental and non-governmental agencies;
- Coordinates various services and/or treatment programs with community mental health team, and/or other social agencies;
- Compiles case records, notes, care plans;
- Participates in ongoing trainings for professional development or licensing/certification;
- Collects and maintains appropriate data from various sources such as professional staff, caseworkers, families, and caregivers to establish an overall approach to collaborative services;
- Maintains information on community and health resources with can be utilized during the crisis situation and follow-up client care;
- Participates in the process of care transitions and post-crisis needs;
- May provide care management/counseling that could be reimbursable to the department;
- May be required to lead evidence-based mental health initiatives.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Thorough knowledge of the practices and procedures of social work and of the social factors affecting disease and disability; the ability to organize work effectively; the ability to interpret federal, state, and local laws affecting the medical and non-medical programs; and the ability to prepare reports.

MINIMUM QUALIFICATIONS: Possession of a Master's Degree in Social Work and current certification or limited permit to practice social work in New York State issued by the New State Department of Education.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possess and maintain a driver's license to operate a vehicle in New York State and availability of an appropriate vehicle in meeting the transportation requirements of the job.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 8/24/22