

SOCIAL WORK ASSISTANT

GENERAL STATEMENT OF DUTIES: Provides limited social work services to patients of hospitals, nursing homes or health related facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position requires the performance of limited social work in helping patients with social, emotional, and related difficulties associated with their medical condition. 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.

EXAMPLES OF WORK (Illustrative only):

- Provides limited social work services to help patients adjust to their illnesses or disabilities;
- Collects and maintains appropriate data from various sources such as a 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 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.

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; ability to organize work effectively; ability to prepare reports; ability to get along well with others; tact; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a bachelors degree in social work, sociology, psychology, human services or resources; or
- (B) Graduation from a regionally accredited or New York State registered two year college with an associate degree in human services or resources and two years of full-time paid social work experience in a health care facility adhering to standards acceptable to the New York State Health Department; or
- (C) Four years of full-time paid social work experience in a health care facility adhering to standards acceptable to the New York State Health Department; or
- (D) An equivalent combination of training and experience as indicated in (a), (b) or (c) above acceptable to the New York State Health Department.

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

Agreed to by Municipal Service Division and State Health Department, October, 1976. Based on New York State Hospital Code.

Competitive Class