

SOCIAL WORK ASSISTANT I

DEPARTMENT: Tioga County Mental Hygiene Department
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Grade X
ADOPTED: 6/94, Revised 12/99, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: 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 rehabilitative 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 of the agency, 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 agency 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. Work is performed under the direct supervision of a professional social worker or a psychiatric nurse on a consulting or direct supervisory basis. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides supportive social work services to help patients/clients adjust to their illness or disabilities;
- Collects and maintains appropriate data from various sources such as professional staff and patient/client's families to establish an overall approach to solution of psychological, medical, and social rehabilitation problems;
- Prepares treatment plans for assigned clients;
- Prepares and presents psychoeducational activities to enrolled clients;
- 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;
- Assists clients in identifying and attaining educational, work or other rehabilitative goals;
- Assists in the coordination of services among health and human service agencies in meeting needs of clients;
- Reports to superiors regarding activities conducted and observations made of patient/client reactions;
- May provide supportive counseling/therapy under supervision;
- Provide crisis intervention/referral services;
- Consults with and works collaboratively with other professional staff regarding client situations;
- 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 practices and procedures of social casework and of the social factors affecting disease and disability; working knowledge of the location of area human service 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

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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:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND EITHER:**

- a) 30 credit hours in the social or behavioral sciences; **OR**
- b) One (1) year of full-time paid experience or its part-time equivalent as a direct service worker in a program working with the mentally ill, chemically dependent, or mentally retarded while under the direct supervision of a licensed mental health professional (i.e. Masters in Social Work, Psychologist, or Registered Nurse)

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