

Department: Mental Health
Classification: Competitive
Grade: 10

SPEC DISK E2
DOCUMENT 18

ASSISTANT SOCIAL WORKER
(COMMUNITY MENTAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing 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 of the facility to obtain assistance and guidance for patients. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (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 patients 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.

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; the ability to organize work effectively; the ability to prepare reports; and the ability to get along well with others; 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 bachelors degree.