

Department: Horace Nye Home  
Classification: Competitive  
Grade: 12

SPEC DISK B3  
DOCUMENT 4

### SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing social work services to residents of hospitals, nursing homes or health related facilities. This position requires the performance of social work in helping residents with social, emotional and related difficulties associated with their medical condition. The work is performed within prescribed routines with leeway permitted in determining the scope of work to be performed in helping the resident to adjust to their old or a new environment. The incumbent may work under the direction of higher level social work personnel or a facility administrator who defines the work to be performed. 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. Supervision may be exercised over the work of assigned Social Work Assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides social work services to help residents adjust to their illnesses, disabilities or environment;  
Plans with the health team and with community agencies to relate the resident's medical care and rehabilitation program to their social situation prior to their discharge;  
Collects and maintains appropriate information from various sources such as professional staff and residents medical and social problems;  
Maintains information on community and health resources which can be utilized during the resident's care and subsequent to their discharge;  
Records social information to develop residents case histories;  
Participates in the development and implementation of and adherence to the rights and responsibilities of residents;  
Participates in the process of transfer of residents to other levels of medical care as appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and procedures of social work and of the social factors related to disease and disability; ability to organize work effectively; ability to interpret Federal, State and local laws affecting the medical and health problems involved; ability to prepare reports; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in social work and one year of full-time paid social work experience in a health care facility adhering to standards acceptable to the New York State Health Department; or
- (b) An equivalent combination of training and experience as defined by the limits of (a) acceptable to the New York State Health Department.