

Department: Horace Nye Home
Classification: Competitive
Grade: _____

SPEC DISK E2
DOCUMENT 56

SOCIAL WORKER ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing limited social work in aiding residents with social, emotional and related difficulties associated with their medical condition. The work is performed under supervision of a qualified Social Worker who is available either on a consulting or direct supervisory basis. Independence of action varies depending on whether or not the incumbent is under direct daily supervision. Employees in this class confer with professional staff members in other departments of the County service and residents. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides limited social work services to help residents adjust to their illnesses or disabilities;
- Develops and records in residents medical record social services data base of information pertinent to care such as social history, family relationships, personal arrangements, needs, habits and preferences;
- Identifies and includes in the residents care plan psycho-social or emotional needs related to the residents illness and response to treatment;
- Keeps the Administrator, Director of Nursing Service and other members of the Residents Care Planning Committee informed on social service issues relating to resident care and regularly consults with them in these matters;
- Acts as a contact and referral source for the resident, family or responsible party in dealing with concerns, problems or complaints on any aspect of the residents continued stay;
- Refers specific resident cases, needing medical social work, to the facility's consulting M.S.W. for the identification, assessment and management of social problems;
- Maintains regular progress notes in residents charts recording significant social services findings and actions taken;
- Initiates the pre-admission screening process on applicants for admission;
- Develops an individualized discharge plan which reflects input from the several disciplines involved in the residents medical records;
- Participates in the Utilization Review Committee by providing pertinent psycho-social information to the Committee to assist them in making a valid and objective assessment for continued stay of the resident;
- Acts on behalf of the resident for the protection of their rights;
- Provides in-service training to facility staff on the subjects of residents rights psycho-social needs of residents and the role of medical social work in long-term care;
- Aids residents in arranging for and receiving personal care services not offered directly by the facility, such as eye glasses, hearing aids, etc.;
- Coordinates discharges and transfers from the facility by conferring with staff, developing a discharge plan, documenting the discharge, forwarding appropriate information to the placement facility and arranging for transportation;
- Conducts interviews with attending physician, responsible party or residents family and the resident, preferably visiting the resident where he or she is currently placed, prior to all admissions;
- Receives inquiries and logs in all referrals for placement in the facility;

SOCIAL WORKER ASSISTANT- Continued

Makes arrangements for the residents transportation to and from other agencies or facilities;

Maintains confidential office records of social work performed and of recommendations made.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the practices and procedures of social work and of the social and psychological factors related to disease and disability; ability to organize work effectively; ability to counsel health care residents and their families; ability to function as a member of an interdisciplinary health care team; ability to interpret federal, state and local laws and regulations relative to delivery of social work services in a health care facility; ability to prepare records and reports; ability to get along well with others; 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, sociology, psychology, human services or resources; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate degree in human services or resources and three years of social work experience in a health care facility adhering to standards acceptable to the New York State Health Department; or

(c) Five years of 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 defined by the limits of (a), (b) or (c), acceptable to the New York State Health Department.