

SOCIAL WORK ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position requires the performance of limited social work in helping residents with social, emotional and related difficulties associated with their medical condition. Professional guidance and supervision in areas of social work is available from a qualified Social Worker on a consultation basis. Administrative supervision is received from the facility administrator. Employees in this class are expected to confer with professionals or agencies in or outside of the facility to obtain assistance and guidance for residents. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Maintains information on community and health resources which can be utilized during the residents' care and subsequent to his discharge;

Records social information to develop resident case histories;

Conducts initial admissions assessment and interview with the resident and family to evaluate the appropriateness of placement and identify the need for special services;

Interprets the residents' rights to family and staff;

Advocates for the residents with personal and social problems and problems involved with institutionalization;

Facilitates needed communication with other disciplines on behalf of the residents, including medical, nursing, dietary, rehabilitation and psychiatric services;

Coordinates and monitors needed available services for individual residents to assure optimum level of emotional, physical and psychological well being and independence based on educational background;

Involves the resident, other disciplines and administration as appropriate regarding matters such as bed retention, room change, transfer and discharge;

Interprets residents' needs and behaviors and extends professional interventions to all levels of staff suggesting positive approaches such as: alternatives to the use of restraints and psychotropic drugs;

Initiates and facilitates small group meetings of residents, family and staff directed at a fuller understanding of the institutionalized resident and fuller joint participation in improving the residents' emotional and physical well being;

Initiates and participates in interdisciplinary meetings and team conferences;

Provides assistance and support to residents' family members;

Arranges for residents and families to meet with Department of Health surveillance staff as necessary;

Participates, if requested by residents, in the organization and ongoing functioning of the resident and family councils;

Coordinates and facilitates the referral of residents for needed and requested services and outside resources not available in the facility;

Organizes bereavement counseling for roommates, families and other affected individuals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: 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; 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 Bachelor's Degree in Social Work, Sociology, Psychology, Human Services or Human Resources; **OR**
- B. Four (4) years of full-time paid, or its' part-time equivalent, experience in a nursing home in New York State, prior to October 1, 1990, as a Social Work Assistant or Case Aide.

Special Note: When employed at the Golden Hill Health Care Center, in accordance with the New York Department of Health Criminal History Record Check (CHRC) program, it is required that a CHRC be obtained for any non-licensed prospective employees who will provide care or supervision to residents. Such employees will be considered as temporary employees when hired, until such time as the CHRC is completed and the employee's background check is cleared, then the employees may become permanent.

ULSTER COUNTY
6860 SW AST
Classification: Competitive
Grade: 13
Union: CSEA

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