

GENESEE COUNTY

ASSISTANT SOCIAL WORKER
(Community Mental Health)

DISTINGUISHING FEATURES OF THE CLASS: These duties require the performance of 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.

TYPICAL WORK ACTIVITIES:

Provides limited social work services to help patients adjust to their illness of 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 patient's 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;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR 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.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree.

Agreed to by Municipal Service Division and Department of Mental Hygiene, Division for Local Services and are based on the License requirements of the Education Law.
March 1973

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Non-Competitive (PT)

Approved 3/24/77

Revised 12/8/83 - 3/27/00, 11/16/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.