

SENIOR SOCIAL WORK ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position requires the performance of social work services in helping residents with social, emotional and related difficulties associated with their medical condition. The work is performed under the direction of the Administrator. Incumbent is responsible for the oversight and direction of all activities of the Nursing Home's Social Work Assistants. Employees in this class are expected to be familiar with available community services and make referrals as appropriate for residents and responsible parties. Functional duties in this category are supervisory and include a caseload with more complex problems and situations with less supervision. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Provides medically related social work services to attain or maintain the highest practicable physical, mental and psychosocial well being of each resident;

Counsels residents, families and staff regarding adjustment to Nursing Facility and related problems;

Provides inservice training to staff members on a variety of topics;

Supervises lower level staff in the provision of social work services to residents to assist them in their adjustment to their illnesses, disabilities and placement;

Collects and maintains appropriate data from various sources such as professional staff and residents families to establish an overall approach to solution of medical and social problems;

Organizes and coordinates work of department so that maximum service is given to residents, families and facility and assures that standards required by the New York State Department of Health are maintained by the department;

Schedules, supervises, trains and evaluates Social Work Assistants;

Recommends policies and procedures to the Administration;

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

May assist Social Work Assistants in obtaining and recording social information to develop patient case histories and updates;

Participates in the development and implementation of and adherence to the rights and responsibilities of residents;

Participates in the process of transferring residents to appropriate levels of medical care;

Coordinates and supervises Social Work Assistant involvement in interdisciplinary conferences to review care plans and ensure a concise care plan is in effect;

Assists residents' and responsible parties with their personal affairs such as paying bills, banking, purchasing personal needs and paperwork;

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Participate in scheduling, organizing and may lead family group and resident group meetings;
Refers residents and family for appropriate community services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Medicare, Medicaid and N.Y. State Health Department Regulations and Community Services;
Good knowledge of the practices and procedures of social case work and of the social factors related to disease and disability;
Skill in interviewing techniques;
Ability to establish and maintain successful relationships with people; Ability to organize work effectively;
Ability to communicate effectively both orally and in writing;
Ability to supervise others and to direct the work of others;
Ability to work effectively with teams;
Ability to prepare reports;
Sensitivity to the reaction of others;
Good powers of observation and analysis;
Tact;
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 Bachelor's degree or higher in sociology, psychology, human services, special education, rehabilitation counseling or closely related field and one year of supervised social work experience in a health care setting working directly with individuals.

*Section 483.15 of the Federal Register (Vol. 56, No 187)

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COMPETITIVE