

GENESEE COUNTY

ASSISTANT SOCIAL WORKER II
(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. This work may be performed under the supervision of a professional social worker or Masters Level Mental Health Professional on a consulting or direct supervisory basis. The independence of action of this position is greatly enhanced due to duties relating to Jail and Forensic patient interactions. Employees under this class are required to conduct enhanced sub-professional social work duties with more independence from direct day-to-day supervision of a professional social worker.

TYPICAL WORK ACTIVITIES:

Provides enhanced limited social work services to help residents coordinate services and resources in regard to their illnesses or disabilities;
Interfaces directly with Jail and local law enforcement personnel to coordinate Case Management services post-release; Collects and maintains appropriate data from various sources such as professional staff and residents' families to establish an overall approach to solution of mental health and social problems;
Maintains information or community and mental health resources which can be utilized during the residents' care and subsequent to his discharge;
Records social information to develop resident case histories;
Participates in the development and implementation of and adherence to the rights and responsibilities of residents;
Participates in the process of transferring residents to other levels of mental health care as appropriate;
Works with private, voluntary and other public agencies to identify the availability of 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 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; tact.

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 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 the 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:

A. Possession of a Bachelor's Degree in the Human Services field* or Criminal Justice or a NYS teacher's certificate for which a Bachelor's degree is required AND two (2) years of experience** in providing direct services to mentally disabled*** patients/clients or in linking mentally disabled patients/clients to a broad range of services essential to successfully living in a community setting, (e.g. medical, psychiatric, social, educational, legal, housing and financial services);

*For purposes of qualifying for these titles a "Human Service Field" includes Social Work, Psychology, Nursing, Rehabilitation, Education, Occupational Therapy, Physical Therapy, Recreation or Recreation Therapy, Counseling, Community Mental Health, Child and Family Studies, Speech and Hearing.

**Only experience gained after receipt of appropriate degree will be credited.

***The term "mentally disabled" refers to persons properly diagnosed as suffering from mental illness, mental retardation, alcoholism or substance abuse.

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.

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Competitive Class

Adopted 1/28/15

Revised 3/28/16, 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.