SOCIAL WORK ASSISTANT (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS:  This is technical work of a moderately difficult nature performed in a school environment which involves a responsibility for providing appropriate casework services to all students, including the physically and mentally handicapped having a difficulty adapting to school work. The work is performed under the supervision of either a more senior worker or the program director. Does related work as required.

TYPICAL WORK ACTIVITIES:
Interviews parents in order to develop students' social and medical background;
Compiles case histories and maintains case records;
Implements specifically formulated plans to meet individual students' needs;
Conducts investigations to assure placement of student in the appropriate school;
Participates in team meetings to plan suitable assistance and care;
Makes recommendations for proper action to obtain remedial services;
Periodically reviews on-going cases to identify changes in either the student's or family's situation which may affect the services provided.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of social work objectives, techniques and appropriate laws and programs;
working knowledge of social problems relating to health and other socio-economic conditions;
ability to establish and maintain successful relationships with people;  ability to analyze data and prepare reports;  ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:
1. A Bachelor's degree or higher in Social Work;  or
2. A Bachelor's degree or higher with 24 credit hours in a behavioral science such as Sociology, Psychology, Anthropology or similar curriculum.