

## **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.