

## **SOCIAL WORK ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical social casework of a difficult nature which involves a responsibility for the well-being of patients by determining and providing appropriate casework services to patients in a physical medical rehabilitative hospital and skilled nursing facility. The work is performed under the supervision of the Medical Social Work Supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Interviews patients and relatives to obtain social history relevant to medical problems and the planning for treatment of same;  
Provides counseling to patients and families with regard to psychosocial problems;  
Assesses and seeks to resolve environmental difficulties which interfere with obtaining maximum benefits from medical care;  
Acts as liaison among medical and nursing staffs, patients, relatives and appropriate outside agencies;  
Compiles summarizations of activities and statistical reports;  
Participates in the discharge of chronically ill patients and assists patients and families in handling and accepting other placement;  
Confers with hospital personnel on behalf of patients as necessary;  
Participates in relevant supervisory and in-service training programs as well as appropriate staff meetings;  
Collects and revises information on community health and welfare resources;  
Participates in inter-disciplinary team meetings to plan assistance and care;  
Periodically reviews cases to determine changes in individuals' or families' need for services.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Familiarity with social work objectives and techniques and appropriate laws and programs;  
familiarity with 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:** A Bachelor's degree with a concentration in Social Work approved by the Council on Social Work Education.

R.C.D.P. (08.03.1992) 05.06.2015 - Job specification may be subject to further revision  
Competitive