

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Adopted: 12/27/99

OFFICE OF CONTINUING CARE SENIOR SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Office of the Aging, Continuing Care Program. It involves responsibility to identify, assess and manage social problems relating to illness and disability, allied with the receipt of long term medical care, and the attainment and maintenance of health by providing social work services to patients and families having difficulty in social functioning. The incumbent develops and implements social work treatment plans and makes referrals to other social agencies, as appropriate. This position differs from that of Office of Continuing Care Program Social Worker by performing more complex duties at a higher level, planning, assigning and reviewing the work of others. Direct supervision is received from a Medical Social Work Supervisor of the Office of Continuing Care Program. Supervision is exercised over the work of Senior Nutrition Outreach Worker, Office of Continuing Care Program Social Worker. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the work of Office of Continuing Program Social Worker, and Senior Nutrition Outreach Worker;

Provides new employee orientation to Office of the Aging;

Makes work assignments to subordinate employees;

Instructs employees in administering and rendering service;

Review employees written and field work;

Evaluates employees performance;

Provides comprehensive training for new Office of the Aging-Continuing Care program employees;

Provides on-going in-service training dealing with professional issues;

Participates in supervisory meetings which will include case conferences, admissions and other client planning sessions;

Provides social work services, where appropriate, to individuals and families receiving nursing or other services from the agency;

Prepares social histories to aid in determining the level of agency services;

Participates in agency case conferences identifying social problems; their severity and their inter-relatedness to the medical situation, as well as, assessing the family's strengths and weaknesses, and discussing alternate methods of alleviating the situation;

Refers clients and families to community agencies;

Provides social work consultation to other staff members providing social work services to clients and families receiving other services from the agency;

Receives referrals from Health Department, Social Services, and makes initial response through telephone contact or home visit;

Assesses psychosocial and financial situation through telephone contact, during home visit and through family input;

Refers client to appropriate agencies and community services, and develops a plan of services;

Works with private, voluntary and other public agencies to identify the availability of medical, health-related and community services;

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TYPICAL WORK ACTIVITIES CONT.

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

Records and evaluates psychosocial information to develop clients' case histories;

Maintains an advocacy role on behalf of clients to assure appropriate and timely care;

Participates in screening, assessment and re-assessment of clients and facilities transfer of clients from one service center to another or restructuring of client services;

Counsels clients and their support network representatives on clients needs and options for the provision of services;

Provides on-going case management services to clients, and to their support networks to assure proper determination, delivery and utilization of services;

Participates with peers and supervisors in on-going assessment of the performance of long-term care system, of case management activities and Office of Continuing Care effectiveness;

Writes reports and completes necessary office work for assigned cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and procedures of social work and of the social and psychological factors related to diseases and disability; ability to plan, assign and supervise the work of others; ability to counsel the individuals and their families, who are being serviced by the agency; ability to function as a member of an interdisciplinary social services team; ability to prepare records and reports related to social service activities; and ability to utilize community resources effectively to meet individual and family social service needs; ability to confer with, and provide, social service consultations to other social services and health care professionals; sympathetic attitude toward the sick and disabled.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in social work, sociology, psychology, human services or resources, health related field, or a closely related field **AND** one (1) year of full-time paid *social work experience; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in human services or resources **AND** three (3) years of full-time paid *social work experience; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

NOTE: Social work experience is defined to mean experience which shall have involved a one-on-one interaction with a client, in order to actively facilitate the identification of client needs and goals through the interview process; as well as, the development of a service plan, (ie: identification and coordination of services available in the agency or the community to meet these needs and goals).

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.