CLASS TITLE: **Social Work Assistant**

CHARACTERISTICS OF THE CLASS: Under general supervision, performs para-professional social service duties involving assessment, treatment and referral; and performs related duties as required.

EXAMPLES OF DUTIES: Complies social and medical histories of patients through direct interviews and observations of patients, relatives and others; interviews patients to assess the general nature of their needs and to obtain specific social and medical data; counsels patients and their families concerning the patient’s illness and treatment; provides individual therapy programs to meet patient’s needs; assists patients in handling routine daily personal needs; refers and assists patients in utilizing community, social and health service resources to meet their social, economic and physical needs.

Obtains and compiles information on community social and health agencies and distributes resource material; performs social work outreach activities involving home and school visitations; assists patients in housing relocation and transportation needs; maintains case histories and prepares monthly statistical reports of services and referrals rendered to patients; meets with supervisor in preparation of treatment plan.

DESIRABLE MINIMUM QUALIFICATIONS:

**Training and Experience.** Graduation from an accredited college or university with a Bachelor’s degree in the social sciences is required.

**Knowledge, Abilities and Skill.** Knowledge of modern methods of social work, counseling and referral techniques.

Ability to work with people and with representatives of social agencies. Ability to write reports and maintain records of cases handled.

Skill in handling difficult cases involving social referral services. Skill in dealing with various types of people. Skill in oral and written communication skills.

November, 1987

(Minimum Qualifications Revised April, 1993)