

SOCIAL WORKER
(HELP Program)

General Statement of Duties and Responsibilities

Under supervision, with some latitude for independent judgment and decision making, in a city agency, provides psychosocial services in such settings as social service centers, prisons, healthcare and shelters facilities; provides services to individual clients/patients, or to families and/or other groups of adults/children, utilizing casework, group work or community organization methodologies; or performs program evaluation or social work planning for the agency; performs related work.

Examples of Typical Tasks

Conducts or participates in the client/patient intake process to obtain information required to formulate a psychosocial evaluation and social work treatment plan.

Conducts psychosocial evaluations assessing the weaknesses and strengths of individuals and/or families; develops treatment plans.

Works within agency offices or in the field to provide individual and group counseling, as well as concrete social services, as required.

Interviews domestic violence victims to assess the need for concrete and/or counseling services; provides counseling and/or makes referrals as required; provides group work counseling services in domestic violence shelters.

Interviews patients/clients, relatives, agency staff, and members of the community regarding patients'/clients' ability to function in the community.

SOCIAL WORKER (HELP Program) (continued)

Examples of Typical Tasks (continued)

Interviews children and parents to discuss behavioral problems and to determine an appropriate plan of action; prepares children and parents to accept services; makes referrals, when appropriate, to Family Court or other governmental or not-for-profit agencies.

Reports suspected cases of child abuse or neglect to the New York State Central Registry.

Plans for institutional or hospital discharge and other post institutional/hospital care; evaluates alternate care arrangements for the elderly and other clients/patients, where needed.

Provides direct counseling services and/or outreach services; makes referrals to other public agencies or community resources as needed.

Confers and consults with professional and technical personnel in implementing a multi-disciplinary approach to client/patient care.

Analyzes neighborhood or area problems relevant to the agency's areas of responsibility; serves as agency/program liaison to community agencies and/or groups.

Initiates and participates in special studies and research projects.

Attends meetings, such as staff conferences, social work staff meetings and rounds; participates in work of selected staff committees.

Orients and educates members of other professional disciplines in social work concepts and functions.

SOCIAL WORKER (HELP Program) (continued)

Examples of Typical Tasks (continued)

Appears and testifies at administrative and court hearings, as necessary.

Keeps records and prepares reports.

May supervise graduate and undergraduate social work students in their field placement, as well as volunteers and other auxiliary personnel as needed.

Qualification Requirement

A Master's Degree in Social Work from an accredited school of social work.

License Requirement

You will be required to have a valid Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) license issued by the New York State Department of Education within one year of the date of appointment. This license must be presented to the appointing officer at the time of appointment or, if it is obtained after appointment, at the time it is received. This license must be maintained for the duration of your employment.

If you fail to obtain your LMSW or LCSW license within one year of the date of appointment, your probationary period will be automatically extended for six months. If you fail to obtain the required license by the end of 18 months of service, you will be terminated.

SOCIAL WORKER (HELP Program) (continued)

Special Note

Section **424-a** of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities has been the subject of a child abuse and maltreatment report. The agency has the discretion to assign a candidate who has been the subject of a child abuse and maltreatment report to a position with no child-care responsibilities.

NOTE: This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into Social Worker (52613) as permanent competitive class employees.