

**ASSISTANT SOCIAL WORKER
GENERAL EQUIVALENCY DIPLOMA INSTRUCTOR**

210-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of para-professional social work services in a Continuing Day Treatment program administered through a county community mental health agency. An essential aspect of the job will be to provide classroom instruction to agency clients seeking to obtain a general equivalency (high school level) diploma as part of a pre-vocational learning track. Work is performed under general direct supervision of a professional social worker with leeway for independently performing some of the duties of the position. Employees in this class may be required to engage in some advocacy duties to assist client in obtaining services available through the community social services network

TYPICAL WORK ACTIVITIES: *∴ The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides class room instruction for students pursuing a general equivalency diploma (high school level);

Performs limited social work services to assist persons receiving services through the county mental health agency;

Collects case history and other data and maintains client files;

Participates in the process of transfer of clients to other levels of care as appropriate;

Interviews clients, families, or others to obtain information that will be useful in the development of a treatment plan;

Makes reports of observation and/or incidents which occur during supervision of client groups;

Provides leadership and supervision to program participants during specified activities, outings, or with other program components;

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Acts as liaison with other social or human service agencies to provide assistance to an assigned client.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the academic requirements for testing for the general equivalency diploma at the high school level; good knowledge of interviewing principles, practices, and techniques; working knowledge of the symptoms, causes, characteristics, prognosis, and treatment methods associated with mental and developmental disabilities; ability to effectively provide classroom instruction for a GED at the high school level; ability to effectively interview individuals for the purpose of obtaining useful case management information; ability to express oneself clearly both orally and in writing; ability to prepare reports; ability to recognize symptoms or characteristics associated with illness and to use good judgment in reporting observations; sensitivity to cultural diversity issues and to persons contending with mental or developmental disabilities; and ability to get along well with others.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree from a college or university recognized by the New York State Education Department, and three years of experience in providing adult education teaching services.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 06/12/97

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in Classplan on 10/30/07

Revised in SC Personnel Classplan 11/27/19

Revised and Replaced in Classplan: 12/22/2022

Revised and Replaced in Classplan: 10/18/2024 (Edu)