

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of para-professional social work and/or case management services in an agency providing Community Mental Health Services. The work is performed under 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 clients in obtaining services available through the Community Social/Human 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 limited social work services to assist persons receiving services through the Community

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 care plan;

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

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

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of interviewing principles, practices, and techniques; working

knowledge of the symptoms, causes, characteristics, prognoses, and treatment methods associated with mental and developmental disabilities; 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 these 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:

- (A) 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 or higher in any of the following: child & family studies, community mental health, counseling, education, nursing, occupational therapy, physical therapy, psychology, recreation, recreational therapy, rehabilitation, social work, sociology or speech and hearing; or
- (B) NYS licensure and current registration as a Registered Nurse and a Bachelor's degree; or
- (C) A Credentialed Alcoholism and Substance Abuse Counselor (CASAC).

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: 07/22/96
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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