

## ASSISTANT SOCIAL WORKER II

210-A

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of para-professional social work and counseling duties in helping with social, emotional and related difficulties. Work is performed under supervision of a professional social worker on a consulting or direct supervisory basis. Incumbents of this position will usually perform job duties more independently than Assistant Social Worker I's. Employees in this class are expected to meet with professionals or agencies in or outside of the facility to obtain assistance and guidance for patients.

**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 social work and counseling services to help patients adjust to their illnesses, addictions or disabilities;

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 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;

May be assigned responsibility for coordinating specific program services such as the Intensive Psychiatric Rehabilitation and Treatment Program;

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

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

TERISTICS: 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: Either:

- (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 Master's Degree in psychology, sociology, or other behavioral sciences field; or
- (B) 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 in psychology, sociology, or other behavioral sciences field, and two (2) years of experience in providing para-professional social work services to persons adjusting to illness or disability.

*Note: Behavioral Science is a sub-set of social sciences including such majors as psychology, sociology, counseling, social work, anthropology, or similar fields. The social sciences are those sciences concerned with human beings living in relation to others in a social environment. The social sciences include study in such things as the behavioral sciences, economics, history, political science, geography, etc. For the purpose of this specification, only a degree in behavioral sciences will be considered as qualifying experience.*

**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.

---

Y:\CLASPLAN\ASSISTANT SOCIAL WORKER II.DOC

Last Reviewed: 06/25/97

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in Classplan on 12/9/05

Revised in Classplan on 12/31/07

Revised and Replaced in Classplan on 01/30/2015

Revised and Replaced in Classplan: 12/22/2022

Revised and Replaced in Classplan: 1/2/2024

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