

**NURSING HOME SOCIAL WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the independent performance of social work duties in helping patients with social, emotional, and related difficulties associated with their medical condition. The work is performed under general direction within prescribed policies with substantial lee-way permitted in determining the scope of work to be performed in helping patients to adjust into their environment. Employees in this class are expected to meet with professionals of agencies in or outside of the community to obtain assistance and guidance for patients and residents.

**TYPICAL WORK ACTIVITIES:**

Provides social work services to help Infirmary patients/ residents adjust to their life circumstances;

Collects and maintains appropriate data from various sources such as professional staff and families to establish an overall approach to solution of medical, social, and personal problems of patients/residents;

Maintains information on community and health resources which can be utilized during a patient's care and subsequent to discharge;

Identifies patients' personal and social problems and needs which interfere with the use of medical care services or with recovery or rehabilitation;

Records progress notes concerning services rendered in relation to a patient's personal and social problems and needs;

Participates in the development and implementation of and adherence to the rights and

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responsibilities of patients;

Participates in the process of transferring patients to other levels of medical care as appropriate;

Coordinates the services of the nursing home with the services of hospitals, community health programs and community social agencies;

Coordinates utilization review procedures, to include medical care evaluation studies;

Responsible for admission and disposition procedures of patients/residents;

Submits monthly and periodic reports to Administrator;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the practices and procedures of social work and of the social factors affecting disease and disability; Ability to organize work effectively; Ability to interpret laws and regulations affecting medical and health programs; Ability to prepare reports; and Ability to get along well with others.

**MINIMUM QUALIFICATIONS:**

Possession of a Master's Degree in Social Work and possession of a current certificate to practice social work in the State of New York.

**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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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/23/2023  
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