

SOCIAL WORK ASSOCIATE

DISTINGUISHING FEATURES OF THE CASE: This position involves responsibility for working with developmentally delayed children and parents with economic, emotional, social and environmental stresses. The work is performed within defined limits of within the plan formulated with a certified Social Worker. Work situations not covered within the plan are referred to the Social Worker. The work is performed under the general supervision of a certified Social Worker who is available for consultation. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Gathers social history on pupils observes children's classroom behavior and assists social workers in developing plans for special education program students.
- As assigned, provides social casework services to children and their parents within economic, emotional, social and environmental settings and within well-defined and formulated plans;
- Records significant social services progress data and periodic assessment in children's social history files;
- Works with interdisciplinary groups in developing and formulating plans in carrying out specialized social services work;
- Coordinates school/home/work site experiences and activities to reinforce classroom training;
- Provides a variety of support functions including transporting students, assisting parents in completing Family Court Petitions and in transporting parents to school for conferences;
- Maintains information on community and educational resources which can be utilized by developmentally delayed children and their families;
- Works with Social Worker in modifying and revising plans for individual students whose progress and behavior warrants such modifications;
- Keep records and prepares reports on students' progress.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the practices and procedures of social work and the social and psychological factors related to developmentally delayed children; working knowledge of state and federal rules, regulations and requirements of social services and education laws related to children with developmental problems; ability to function as a member of an interdisciplinary education team; ability to use community resources effectively to meet program needs; ability to prepare records and reports related to social work activities in an educational setting; sympathetic attitude toward children in special education programs; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in social work, psychology, or anthropology; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and two years of experience in working with disadvantaged or handicapped children; **OR**
- (C) An equivalent combination of training and experience within the limits of (A) and (B).