

MEDICAL SOCIAL WORK ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position provide medical social work to clients or patients to make effective use of the medical care provided to promote their recovery and/or medically approved management of chronic illness or disability. The work is performed within the framework of rules, regulations and guidelines of the appropriate agencies such as the New York State Department of Social Services, the New York State Department of Health, the Westchester County Department of Health, etc. This involves case-work skills and the ability to do independent casework subject to supervisory review of casework decisions and activities. Supervision is not a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Interviews patients and their families in order to assess their needs and counsels them in adjusting to medical treatment, nature of illness, physical limitations, hospitalization, etc.;

Coordinates with other agencies or individuals in providing assistance to patients and their families, making referrals to community support services such as social services agencies, churches, nursing homes, home health, employment agencies, schools, legal aid society and others;

Conducts follow-up assessments at a patient's home following discharge and makes needed referrals;

Arranges for community services, equipment or supplies needed by patients using appropriate funding resources;

Prepares case reports of findings, programs notes and summaries of services provided in order to keep records up to date;

Attends interdisciplinary conferences and patient rounds, and contributes psycho-social information for the doctors' use;

Provides assistance and information to patients regarding patient rights, rules, required forms, etc.;

Compiles statistical and other reports when required;

Uses computer applications, or automated systems such as spreadsheets, word processing, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

WHEN ASSIGNED TO THE DEPARTMENT OF HEALTH: (additional examples of work)

Assists the Clinicians in the delivery of HIV prevention education, by incorporating HIV prevention into the medical care of patients;

Inputs data and follow up information into patients/clients records related to HIV testing PrEP/ PEP and linkages to HIV care;

Follows up on recently diagnosed and out of care patients by ensuring each patient has attended medical and behavioral health appointments and medication treatment adherence;

Oversees the processing of referrals generated from testing, insurance applications for patients on PrEP/PEP and HIV;

Ensures staff are keeping up with any upcoming training and/or meetings related to HIV testing and education activities;

Provides HIV, HCV, Partner Counseling and Testing, and Referral services to clients.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern principles and techniques of social work; good knowledge of community medical and health programs and related laws and regulations; good knowledge of the sociological and psychological aspects of illness and of its relationship to family life; skill in conducting interviews, analyzing data, and summarizing material for case records; ability to establish and maintain a successful relationship with clients; good powers of observation and analysis; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Social Work; or (b) a Bachelor's Degree* and one year experience delivering social case work services in a medical, psychiatric or public health setting; or (c) an Associate's Degree* and three years of experience as described in (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J.C.: Competitive
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Job Class Code: C0856
Job Group: IX