

SOCIAL CASE WORK ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, assists an administrator by relieving him of sub-professional work relating to the Special Education Program. This position is concerned with the performance of administrative procedures involved in the intake and placement of children in the Special Education Program and transfer of children with and outside of the Program. There is a great deal of contact with component district personnel, parents, group home staff, and with local agencies and institutions dealing with handicapped children. The work involves a considerable amount of independent judgment within the sub-professional responsibilities of the position. Supervision would not be a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Schedules intake appointments;

Arranges and presents orientation program for parents, group home staff to acquaint with Special Education Program;

Assists in the handling of State Aid cases by ascertaining the status of a case, explaining State Aid procedures to personnel from component school district and to parents by checking that necessary information on file, by seeing that children are interviewed, where necessary, by appropriate clinical staff;

Participates in IEP Conferences, team meetings and COH meetings when requested;

Answers questions from component districts and from parents as to intake procedures, eligibility, and acceptability of children to Special Education Program;

Contacts coordinators of Special Education Program to explain placement needs or transportation problems to them;

Sends appropriate school records and testing results to schools, agencies, institutions requesting such information;

Maintains case records and files;

Uses computer applications software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with social case work procedures; good organizational skills; ability to meet and deal effectively with others; ability to follow oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to work independently; ability to effectively use computer applications software; tact; emotional security; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) Bachelor's Degree and two years of experience in a social work agency; or (b) Associate's Degree and four years of experience in a social work agency; or (c) six years of experience in a social work agency; or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Social work agency experience is defined as direct, one to one interaction with the client through the interview process as well as the identification and referral to appropriate available resources to meet client needs and goals.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Competitive
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Job Class Code: S503