

SOCIAL WORKER
(Pelham Guidance Council)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position acts as the primary therapist working with young people in a substance abuse prevention and early-intervention program within the community. The incumbent conducts individual, group and family counseling sessions; performs outreach work; compiles client profiles and engages clients and their families in therapeutic activities. Supervision may be a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts individual, group and family counseling sessions;

Employs various therapeutic techniques in broadening individual awareness and promoting sound approaches to stress encountered;

Establishes rapport and promotes therapeutic trust enabling clients to view therapy as a means of overcoming their problems;

Defines the purpose and goal of therapy along with the client;

Compiles a psychosocial history on all clients;

Diagnoses client and makes referral when appropriate;

Introduces and encourages the adoption of positive behavior modifications;

Involves other members of the family group when it will assist in the reversal of dysfunctional behavior patterns;

Updates client profile as necessary noting transactions and matters relevant to treatment;

Secures any approvals required for treatment;

Receives instructions and directions on problems being encountered in assigned case loads;

Advises Program Director as to the status of clients noting approaches employed;

Participates adjunctively with school or community staff, in prevention efforts in schools and/or the community (tasks may include outreach, program planning and implementation, recruitment, documentation, etc).

Provides crisis intervention and emergency supportive services as needed;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Makes contact with target population advising them of services available at the local program while establishing a communication link;

Attends various community meetings and makes presentations relative to services and program requirements;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of adolescent developmental issues and family dynamics and functioning; good knowledge of substance abuse prevention concepts, and the philosophy and rationale of prevention work; good knowledge of modern therapeutic methods, theories and practices of social case work; general knowledge of issues related to substance abuse; working knowledge of psychology, personality, group dynamics and their application; working knowledge of social service agencies to whom prevention clients may be referred including treatment programs, therapeutic centers and employment/educational opportunities; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position ability to communicate and collaborate with clients, administrators, parents and others in the performance of assigned duties and responsibilities, both verbally and in writing; ability to listen, understand and appreciate the worth of clients; ability to provide a positive role model; ability to motivate clients in adopting positive values and behavioral patterns; emotional maturity; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Social Work and two (2) years experience as a caseworker.

SUBSTITUTION: A Master's Degree* in Social Work, Psychology or Counseling may be substituted for the aforementioned experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*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.