

## SOCIAL WORKER (SENIOR CITIZEN PROGRAM)

GENERAL STATEMENT OF DUTIES: Performs social casework for the elderly; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position makes evaluations to determine the need for casework services for elderly clients. The incumbent arranges for the provision of services necessary to improve or reverse individual or family deterioration to maintain the individual in the community, or provide for her/his protected care. The incumbent may interact with other Senior Citizen Program staff including outreach workers or those involved in the provision of home delivered meals to determine what additional services may need to be provided to program participants.

### EXAMPLES OF WORK: (Illustrative Only)

Provides confidential, face-to-face, social work assessments for elderly clients;

Prepares Care Plan, advises clients/caregivers of available entitlements, community resources;

Assists clients with community referrals, arranges/authorizes services;

Makes family centered or individual field reviews of home conditions with regard to client care and services;

Reviews cases to determine changes in situations affecting need for service;

Maintains all necessary forms and records pertinent to a case;

May interact with other program personnel and follow-up with program participants to determine what additional services, if any, are needed;

May develop "in-take" information for new program participants and maintain information for grant applications or program documentation;

May coordinate transportation arrangements for senior citizens to enable them to go shopping or make medical appointments;

May maintain a data base of available resources in the local community and the county;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques involved in determining need for services and arranging for such assistance; good knowledge of the principles and practices of social casework; good knowledge of the sociological and psychological aspects of the elderly population; familiarity with governmental and community programs relating to the granting of services; skill in interviewing, writing, recording; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain successful relationships with clients; ability to assess situations and develop service plans; initiative; resourcefulness; good judgment; emotional maturity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Master's Degree in Social Work.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT: a) Possession of a valid license to operate a motor vehicle in New York State and b) certification as a Social Worker as defined by New York State Education Law.