

Social Work Assistant 2

Job Description

As a Social Work Assistant 2, you would perform a variety of case management and service coordination activities for an assigned caseload; interview individuals, their families, and/or others to gather background information, prepare case histories, and determine eligibility for services; advocate on behalf of and assist individuals in identifying and obtaining services; work with interdisciplinary treatment teams and participate in the development and implementation of treatment and service plans; coordinate services between agencies, programs, and providers; and follow-up to ensure individuals needs are met.

Minimum Qualifications

Either A. a bachelor's degree or higher in social work;

Or B. a bachelor's degree or higher in a human service area* and one year of post-bachelor's social work experience.**

Examples of non-qualifying degrees include but are not limited to: anthropology, archeology, communication, criminal justice, fine arts, philosophy, and political science.

**Qualifying social work experience involves activities such as assessing individual and family needs, strengths and limitations; assisting in the development of treatment plans; providing counseling to promote mental, emotional, physical and social functioning; helping individuals and families access supportive services; coordinating and evaluating services, programs and support systems; and providing support, advocacy and referral as appropriate. Examples of non-qualifying experience include providing direct hands-on care to patients/consumers by assisting with bathing, dressing, mobility, eating, and other activities of daily living; transporting/accompanying patients/consumers to appointments or activities; planning, organizing and participating in recreational activities for patients/consumers, such as sports, games, creative arts, and/or clubs; and performing safety and/or security related functions for a facility.

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Salary Information

Includes location pay and other salary adjustments:

Location (County)	Minimum Salary	Maximum Salary
Dutchess, Orange, Putnam	\$50,715	\$64,319
Rockland, Westchester, Bronx, New York, Kings, Queens, Richmond, Nassau, Suffolk	\$52,228	\$65,832
All counties other than those above	\$49,202	\$62,806

Additional Requirements for Appointment

Background Investigation/Justice Center Review: In some agencies, the names of all prospective employees **will**

- be checked against the Staff Exclusion List (SEL), maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
- be investigated through a Criminal Background Check (CBC). You must report all convictions. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal law;
- be screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment.

You are responsible for payment of all required fees.



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Medicaid and Medicare: To be eligible for appointment and maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). You may be barred from appointment, or your employment may be terminated at any time if you are listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program).