

## SOCIAL WORK ASSOCIATE

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for working with developmentally delayed children and parents with economic, emotional, social and environmental stresses. The work is performed within defined limits of a plan formulated with a certified Social Worker. Work situations not covered within the plan are referred to the Social Worker. The work is performed under the general supervision of a certified Social Worker who is available for consultation. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Gathers social history on pupils, observes children's classroom behavior and assists social workers in developing plans for special education program students.
- As assigned, provides social casework services to children and their parents within economic, emotional, social and environmental settings and within well defined and formulated plans;
- Records significant social services progress data and periodic assessment in children's social history files;
- Works with interdisciplinary groups in developing and formulating plans and in carrying out specialized social services work;
- Coordinates school/home/work site experiences and activities to reinforce classroom training;
- Provides a variety of support functions including transporting students, assisting parents in completing Family Court Petitions and in transporting parents to school for conferences;
- Maintains information on community and educational resources which can be utilized by developmentally delayed children and their families;
- Works with the Social Worker in modifying and revising plans for individual students whose progress and behavior warrants such modifications;
- Keeps records and prepares reports on students' progress.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Working knowledge of the practices and procedures of social work and the social and psychological factors related to developmentally delayed children; working knowledge of state and federal rules, regulations and requirements of social services and education laws related to children with developmental problems; ability to function as a member of an interdisciplinary education team; ability to use community resources effectively to meet program needs; ability to prepare records and reports related to social work activities in an educational setting; sympathetic attitude toward children in special education programs; tact; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in social work, psychology, or anthropology; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and two years of experience in working with disadvantaged or handicapped children; or
- (C) An equivalent combination of training and experience within the limits of (A) and (B).