

PUBLIC HEALTH SOCIAL WORK ASSISTANT (SPANISH SPEAKING)

30331

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assessment and management of the needs of families whose children have special educational and/or health care needs. An employee in this class supports and assists families, through the use of social work techniques and procedures, with social, medical and/or educational issues which will enhance family functioning and/or the child's development. The employee exercises independent judgement in making referrals for services and exploring resources for the families. Employees in this class do not typically exercise supervision. General supervision and review of work is received from program supervisors. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

TYPICAL WORK ACTIVITIES

Interviews families to determine and assess personal and social issues which interfere with the use of medical care, rehabilitative services or the maintenance of health.
Supports and assists families in managing their Medical, educational and social needs through the use of social casework services and techniques and by utilizing community resources including public and private agencies.
Working with the family, develops, implements and monitors individualized family service plans.
Records progress notes relating to services provided to families and prepares reports as required.
May lead or participate in interagency team meetings when appropriate.
Participates in public health preparedness activities as trained and assigned.
Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of family systems and family centered support.
Good knowledge of the principles and techniques of social casework.
Good knowledge of interviewing techniques.
Working knowledge of the problems of educationally or physically handicapped children and available treatment and support programs.
Working knowledge of the social, medical, public health, educational and human services agencies and resources available in the community.
Working knowledge of the Spanish language.
Ability to understand and interpret written material and to prepare reports.
Ability to develop effective interpersonal relationships.

MINIMUM QUALIFICATIONS

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors Degree or higher in a health* or human services** field; or,
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a health* or human services** field, and one (1) year of work experience, or its part-time equivalent, in service coordination; or,
- C. Two (2) years of full-time work experience, or its part-time equivalent, in service coordination; or,
- D. One (1) year of full-time work experience, or its part-time equivalent, in service coordination and one (1) year of work experience, or its part-time equivalent, in a service setting with both infants and toddlers with developmental delays and/or disabilities.

*NOTE: Examples of a health-related field include public health, health promotion, nursing and epidemiology.

**NOTE: Human Services comprise those career fields in which practitioners help others to solve their physical or emotional problems or to meet their physical, emotional or mental needs, or to enhance their cultural, social, spiritual or physical conditions. Practitioners in this class are typically characterized by working with people on an individual or group basis. Responsibility for the custody or detention of individuals or for determining program eligibility is not considered qualifying experience.

SPECIAL NECESSARY REQUIREMENT

Candidates must be able to read, write and converse fluently in Spanish and English.

Minimum qualifications derived from 10 New York Code, Rules and Regulations (NYCRR) 69-4.5

01/2020 Revised