

1/200

Class Code:
Date Established:

Revised:
Title Changed:

SOCIAL WORKER ASSISTANT I SOCIAL WORKER ASSISTANT II

DEFINITION

This is the beginning and journey levels of a paraprofessional class series which assists social workers in the improvement of family functioning and child and adult services by performing specifically designed tasks, and other work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class provide assistance to social workers and relieve them of the more routine tasks by performing ongoing assessments of clients in the In-Home Support Services program, instructing parents in developing parenting and household management skills, or performing a variety of the other less complex functions in the child and adult program areas which do not require the skill and training of a social worker. The Social Worker Assistant I is distinguished from that of Vocational Assistant by the paraprofessional nature of the work and is distinguished from that of Social Worker Assistant II by the lesser prior training required and level of expected performance. Employees in this class may be eligible to promote to the II level after successful completion of one year of experience; however, this is not an automatic promotion and those qualified will have to go through an examination process in order to assess whether they are experienced enough to move up in the classification.

The Social Worker Assistant II class is distinguished from that of Social Worker Assistant I by the prior training required and advanced level of performance expected.

EXAMPLES OF DUTIES

- In adult services, may maintain a caseload of infirmed or incapacitated elderly adults receiving household services, conduct ongoing needs assessments, verify needs by contacting medical and health services providers, present assessments to review committees, complete narrative reports of client condition and services, and make referrals to medical personnel or social workers as needed.
- In child services, may provide direct training and counseling to mentally ill and developmentally disabled parents on parenting and household management skills, instruct them in such things as nutritional meal preparation, budgeting, and household care, monitor medical and psychological care of abused children, supervise visits with

parents and children and report observations to social worker, provide emergency child care, and testify in juvenile court hearings.

- In either area, may maintain records and written reports, assist social workers in providing a variety of child and adult social services, provide liaison between clients and professional staff and individuals and groups in the community serviced, and directly assist families to learn and use resources available, with particular attention to medical, legal, and employment services.

MINIMUM QUALIFICATIONS

Social Worker Assistant I

Knowledge of:

- Basic principals of human behavior.
- Basic community resources useful to clients served.
- Acceptable housekeeping and homemaking methods and standards.

Ability to:

- Interview others to obtain a variety of information applicable to the provision of social services.
- Communicate and relate to other employees and service providers.
- Understand and accept differences in human behavior resulting from cultural, economic, or other forms of deprivation.
- Effectively instruct physically and mentally handicapped adults in parenting and household skills.
- Prepare written reports.
- Recognize and report specific indication of need for social services.

Social Worker Assistant II

In addition to the qualifications of Social Worker Assistant I:

Knowledge of:

- Basic rules and regulations regarding social services, and Welfare and Institutions Codes, including both adult and child services areas.
- Basic methods and standards involved in caring for the physically and/or mentally ill or disabled, including physically or sexually abused children.

Ability to:

- Deal with physically and sexually abused children.
- Deal with the more complex cases.

Experience and/or Education

Social Worker Assistant I

One of the following qualifications patterns would be considered minimally qualifying:

1. One year in a public social services agency as a Vocational Assistant, Homemaker, Eligibility Worker, or other class providing direct service to clients on a regular basis.
2. One year of college which has included at least 9 semester units of coursework in social welfare, social/human services, sociology, child development or other behavioral science areas.

Social Worker Assistant II

One of the following qualifications patterns would be considered minimally qualifying:

1. One year in a public social services agency as a Social Worker Assistant I, or two years performing the duties of a Vocational Assistant, Homemaker, Eligibility Worker, or other class providing direct service to clients on a regular basis.
2. Two years of college with major (at least 15 semester units) in welfare, social/human services, sociology, child development, or other behavioral science areas.