

SOCIAL WORKER
(THEODORE YOUNG COMMUNITY CENTER)

GENERAL STATEMENT OF DUTIES: Performs social work providing for support programs serving individuals of the Theodore Young Community Center; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position interviews and evaluates adults, families and/or or children who are in contact with the Theodore Young Community Center to determine the need for casework services. The incumbent will provide the services or arrange for the support services necessary to maintain an individual in the community. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Interviews client for the initial evaluation; re-evaluates client needs on an on-going basis;

Assesses needs of youth and families establishing eligibility for benefits and services;

Provides crisis intervention and stabilization to individuals, as needed;

Compiles and maintains a social history on clients providing reports and statistical information in a timely manner;

Establishes and maintains relationships with multiple agencies within the community that serve youths and their families i.e. schools, churches, support groups, etc.;

Makes necessary collateral contacts with relatives, friends, employers, and physicians to support client needs;

Advises client of available services, such as day care, housing, employment, etc.;

Assists in the identification and completion of special needs grants;

Develops and implements programs to increase community awareness;

Attends meetings, conferences, staff development and training classes, as required;

May use computer application software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques involved in determining need for services and arranging for such services; good knowledge of the theories and practices of social casework; familiarity with the nature and cause of social maladjustment; ability to establish and maintain successful relationships with clients; skill in interviewing, writing, speaking; ability to gain the trust of clients; ability to use computer application software; good judgment; emotional maturity; resourcefulness; physical condition commensurate with the duties of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Bachelor's Degree in Social Work, Sociology, Psychology or Education and three (3) years of experience in social casework and/or the provision of services to youth and their families; or (b) a Master's Degree in Social Work, Psychology, Sociology or Counseling and two (2) years of the experience as described in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Town of Greenburgh - Department of Community Resources

J. C.: Competitive

Job Class Code: O330

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