

## **JOB REQUIREMENTS**

**POSITION TITLE:** Social Work Assistant

### **A. JOB REQUIREMENTS:**

1. Minimum of a High School or equivalency diploma.
2. At least two years' experience in social services, preferably in developmental disabilities.
3. Demonstrated skills in typing, filing and answering a multi-line telephone, and prospective client intake (initial contact).
4. Good organizational skills and ability to meet deadlines.
5. Computer proficiency.
6. Light lifting

### **B. ORGANIZATIONAL RELATIONSHIP:**

1. Supervisor: Director of Social Services

### **C. SCOPE OF DUTIES:**

1. Complies with agency policies, procedures and directives.
2. Participates in staff meetings and in-service sessions when necessary.
3. Files agency forms, etc. in the Social Work files.
4. Sends e-mails pertaining to absences.
5. Sends e-mails within agency for information for staff. Sends e-mails encrypted to other providers, and for incident reports.
6. Initiates and updates client emergency sheets with all demographic data.
7. Enters attendance data for the Agency for Persons with Disabilities (APD) tracker system and ensures staff compliance. Prints and distributes the APD trackers to all Waiver Support Coordinators.
8. Answers phone as needed.
9. Conducts tours of the Center with prospective clients/caregivers.
10. Creates and updates forms as needed.
11. Assists with attendance calls.
12. Performs work in accordance with stated guidelines.
13. Maintains ethical and professional standards of conduct.
14. Strictly maintains confidentiality.
15. Maintains a safe, neat and well-organized work environment and immediately reports any health or safety hazards to Supervisor.

16. Assists with the development of realistic, behaviorally specific program outcomes that are incorporated into the Annual Report for each client.
17. Monitors the success of each client in reaching desired program outcomes and where necessary assists in modifying the existing program objectives and/or the development of new ones.
18. Ensures the accuracy and professionalism of Annual Reports, trackers and all other documentation.
19. Treats each client with the highest degree of dignity and respect and acts in a way that optimizes clients' right to self-determination and contributes to his or her sense of self-esteem.
20. Cooperates with fellow staff as part of a team effort to assist each client in maximizing his/her inherent potential.
21. Follows uniform behavior management system.
22. Attends meetings as requested.
23. Performs general clerical work as assigned.
24. Reports any behavioral/physical changes in clients.
25. Attends in-service training as requested.
26. Performs other relevant duties as required.