

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 20, 2025

### **SOCIAL WORK ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position requires the performance of social work in assisting family court clients with social, emotional and related difficulties. The work is performed under the supervision of a qualified licensed social worker who is available either on a consulting or direct supervisory basis. Employees in this class are expected to confer with professionals or agencies in or outside of the department to obtain assistance and guidance for clients. Direct supervision is received from the Director of Social Work or a Social Work Specialist. The incumbent exercises independent judgment in accordance with established policies, procedures, rules, and laws. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Responsible for the admission of clients to treatment facilities and other necessary referrals;
2. Provides social work services to help clients adjust to their family court needs/menus;
3. Utilizes psycho-social assessment and provides input into the interdisciplinary care plan;
4. Accurately maintains and updates service records, ensuring timely and organized documentation for review by supervisor;
5. Collects and maintains appropriate data from various sources such as private organizations, government entities, and treatment centers;
6. Maintains information on community resources;
7. Maintains accurate and detailed case notes;
8. Maintains confidentiality and adheres to professional standards in compliance with ethical and legal requirements;
9. Attends court proceedings as required to represent the Niagara County Public Defender's Office;
10. Attends supervision meetings fully prepared to actively participate in discussions and incorporate feedback to enhance professional development and performance.

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

Working knowledge of the principles, methods, procedures and practices of social work; good knowledge of the criminal justice system, social problems, and social justice; good knowledge of community resources and organizations; good knowledge of applicable laws, rules, and regulations related to assisting indigent clients; skill in the use of modern computerized software applications including word processing, spreadsheets, and databases at an acceptable rate of speed and accuracy; ability to develop and maintain strong working relationships with clients, attorneys, and community resource providers; ability to interpret and implement agency programs, goals and eligibility requirements; ability to prepare technical and informational data for administrative use; ability to make sound professional decisions; ability to maintain records and prepare reports; ability to effectively communicate verbally and in writing; tact and courtesy; sound professional judgment; sensitivity to the needs of others; integrity; initiative; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Candidates must meet one of the following:

1. Graduation with a Bachelor's Degree in social work, sociology, psychology, human services or related field; **OR**
2. Four (4) years of full-time paid social work experience.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

### **SPECIAL REQUIREMENT AT TIME OF APPOINTMENT AND FOR DURATION OF EMPLOYMENT:**

Possession of a valid New York State driver's license.