



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	AGING SERVICES SOCIAL WORKER
Jurisdictional Class:	Competitive
Civil Division:	Office for the Aging
Adoption: CSM	1/13/88
Revised: CSM	2/10/88

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Cayuga County Office for the Aging. The responsibilities include providing professional social work services to frail, functionally impaired elderly who need non-medical supportive services at home in order to avoid institutionalization, counseling family caregivers regarding community based long term care options and assisting with development of Expanded In Home Services for the Elderly Program (EISEP) home care plan. The work is performed under general supervision of the Director of the Office for the Aging. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Received referrals from long term care services;
Screens referrals for long term care services, counsels clients and families regarding appropriate options for care and payment eligibility/options or private pay responsibility;
Assesses eligible clients and caregivers for EISEP, using PATH instrument;
Determines client cost share responsibility for EISEP;
Writes client care plan and arranges for in home services and makes referrals to other services as indicated;
Provides follow up and monitoring of care plan as prescribed by EISEP standards;
Reassesses clients' needs and care plan at prescribed intervals and takes appropriate action;
Determines psychosocial implications of potential patient discharge or transfer to higher level of care in accordance with EISEP standards;
Completes client records and case file on a timely basis as required;
Participates in patient care conferences and staff development programs;
Serves as liaison between the Office for the Aging and social work staff in other human service agencies;
Represents the Office for the Aging on appropriate committees and serves on Long Term Care Coordinating Committee;
Attends training, workshops and conferences relevant to community based long-term care;
Compiles data and statistics as required for EISEP clients;
Completes required EISEP utilization reports;
Assists with preparation of EISEP County Home Care Plan and funding requests.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the practices and procedures of social work and of the social and psychological factors related to chronic disease and disability;
Good knowledge of the characteristics, economic, social and psychological needs of the elderly;
Working knowledge of state and federal rules, regulations and requirements related to program eligibility and reimbursement for long term care;
Ability to counsel clients and their families regarding long term care options and costs;
Working knowledge of community resources and ability to use them effectively;
Excellent interpersonal and written communication skills;
Ability to screen and assess clients for long term care services;
Ability to prepare and document client care plans;
Tact, diplomacy and ability to maintain confidential client information;
Ability to assist with preparation of annual EISEP plan and budget;
Complete required reports;
Ability to operate a motor vehicle;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS college or university with a Master's Degree in Social or Behavioral Science, Social Work, Public or Community Health, Sociology, Psychology, Social Services, Human Services or related field AND 1 year of full-time paid experience or its part-time volunteer equivalent involving provision of social work, casework, hospital discharge planning, patient care management, community based long term care or psychosocial counseling to the elderly; OR
- (B) Graduation from a regionally accredited or NYS registered 4-year college or university with a Bachelor's Degree in Social or Behavioral Science, Public or Community Health, Gerontology, Sociology, Psychology, Social Work, Social Services, Human Services or related field AND 2 years of full-time paid experience or its part-time volunteer equivalent involving provision of social work, casework, hospital discharge planning, patient care management, community based long term care or psychological counseling to the elderly; OR
- (C) An equivalent combination of training and experience as defined within the limits of (A) and (B) above.