

Social Work Assistant 2

Job Description

As a Social Work Assistant 2, you would perform a variety of case management and service coordination activities for an assigned caseload; interview individuals, their families, and/or others to gather background information, prepare case histories, and determine eligibility for services; advocate on behalf of and assist individuals in identifying and obtaining services; work with interdisciplinary treatment teams and participate in the development and implementation of treatment and service plans; coordinate services between agencies, programs, and providers; and follow-up to ensure individuals needs are met.

Minimum Qualifications

Either A. a bachelor's degree or higher in social work;

Or B. a bachelor's degree or higher in a human service area* and one year of post-bachelor's social work experience.**

Examples of non-qualifying degrees include but are not limited to: anthropology, archeology, communication, criminal justice, fine arts, philosophy, and political science.

**Qualifying social work experience involves activities such as assessing individual and family needs, strengths and limitations; assisting in the development of treatment plans; providing counseling to promote mental, emotional, physical and social functioning; helping individuals and families access supportive services; coordinating and evaluating services, programs and support systems; and providing support, advocacy and referral as appropriate. Examples of non-qualifying experience include providing direct hands-on care to patients/consumers by assisting with bathing, dressing, mobility, eating, and other activities of daily living; transporting/accompanying patients/consumers to appointments or activities; planning, organizing and participating in recreational activities for patients/consumers, such as sports, games, creative arts, and/or clubs; and performing safety and/or security related functions for a facility.

Social Work Assistant

Salary Range (Effective 4/4/2024)

Includes location pay and other salary adjustments:

Location (County)	Minimum Salary	Maximum Salary
Dutchess, Orange, Putnam	\$53,848	\$68,284
Rockland, Westchester, Bronx, New York, Kings, Queens, Richmond, Nassau, Suffolk	\$55,598	\$70,034
All counties other than those above	\$52,198	\$66,634

Additional Requirements for Appointment

1. Background checks are required.
2. Medicaid and Medicare: To be eligible for appointment and maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). You may be barred from appointment or your employment may be terminated at any time if you are listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program).
3. If appointed, you may be required to become an enrolled Medicare provider; obtain and provide to your employer a National Provider Identifier (NPI) number issued by the National Plan and Provider Enumeration System (NPPES); and otherwise actively participate to the degree necessary to allow for your services to be billed through Medicare and Medicaid. If you are appointed and are required to become a Medicare Provider and lose the ability to bill through Medicare and Medicaid, you may be terminated from your employment.