

## **SOCIAL WORK ASSISTANT (SCHOOLS) (FRENCH/CREOLE-SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This role involves delivering social work services to all students within a school setting, focusing on moderately complex technical tasks. It includes supporting students with diverse needs, including those who may face barriers to academic adaptation due to physical, mental, or developmental differences. The work is distinguished from that of a Social Work Assistant (Schools) in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in French/Creole at the fluency level indicated below in the Note. The work is performed under the supervision of a Program Director or a higher-level administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts interviews with parents to gather information about students' social and medical backgrounds;  
Develops and implements customized plans to meet the specific needs of each student;  
Conducts evaluations to ensure students are placed in the most appropriate educational setting;  
Manages student records and prepares reports;  
Participates in team meetings to develop appropriate support and care strategies;  
Advises on appropriate steps to access remedial services;  
Regularly evaluates ongoing cases to identify changes in the student's or family's situation that may impact services.

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

Good knowledge of the principals and practices of social work; working knowledge of local state, and federal education laws and programs that impact student placement; working knowledge of health-related social issues and socio-economic factors; working knowledge of interviewing; ability to communicate effectively both orally and in writing; ability to establish and maintain successful relationships with others; ability to speak, read and understand colloquial French/Creole and to translate into acceptable English; ability to prepare reports.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Social Work; or
2. A Bachelor's degree or higher that included or was supplemented by at least 24 credits in human or behavioral sciences (e.g., Social Work, Psychology, Sociology, Counseling, Education) or comparable curriculum.

### **Notes:**

1. Incumbents are expected to possess a Level II proficiency in French/Creole (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding a standard newspaper, correspondence and official documents.