

DEPARTMENT: HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: 01/08/99

FAMILY SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The duties involve the provision of social work services primarily to infants, toddlers, preschoolers (ages 0 - 5 years) and their families who are involved in specialized programs for the disabled. Incumbent in this class is responsible for identifying and coordinating services to preschool children with developmental disabilities. An employee in this position works as an interdisciplinary member with specialized health professionals, therapists, teachers, school psychologists and many other professionals within the Early Intervention Program. This may also include community agencies, local school districts, etc. Work is performed under the direct supervision of the agency director. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides direct counseling to preschool children (0 - 5 years) with developmental disabilities and their families;
2. Conducts psychosocial and family assessments of preschool children with developmental disabilities;
3. Plans and provides social work services and other intervention services to patients and their families;
4. Conducts and reports on classroom observations of preschool children with a disability at their child care locations;
5. Provides family training services and leads a family support group for families of children with disabilities children ages 0 - 3 years;
6. Compiles case studies, recording pertinent information;
7. Provides appropriate service coordination for patients and families among various providers;
8. Conducts social work intake for patients and their families referring them to appropriate community resources;
9. Prepares written reports and presents case findings and service recommendations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures of social work; good knowledge of the principles of counseling; good knowledge of personal, social and emotional health care problems and needs of children and their families; good knowledge of the community service oriented programs and services available; ability to evaluate and work with other social agencies in providing services; ability to prepare reports and maintain records; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A Master's Degree in Social Work from a regionally accredited or New York State registered approved college or university.

SPECIAL REQUIREMENT: Must possess a current certification as a Certified Social Worker in the State of New York. Submit a copy of the certificate time of application.