


JURISDICTIONAL CLASS: CAPPROVED: CSB GRADE: 34DATE: 08/12/14**SUPERVISING SOCIAL WORKER**

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Community Services Department and involves responsibility for supervising and participating in the provision of professional social work services to patients. The incumbent oversees and utilizes a variety of social work methods in helping individuals to achieve more satisfying lives in their social tasks, family relationships and group undertakings, with a primary focus on psycho-social factors in planning and implementing clinical interventions. The work is performed under the general supervision of an administrative superior with wide latitude for the exercise of independent judgment in carrying out work activities. Supervision is exercised over Licensed Social Workers and other lower level mental health professionals. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Directs staff conferences involving presentation of new cases and the formulation or revision of treatment plans in the absence of the Deputy Director;

Conducts individual case consultations with subordinates and provides advice and guidance on patient treatment and reviews case records;

Participates in the intake and screening of new patients, makes psycho-social assessments to identify problems;

Determines appropriate treatment modality and develops appropriate treatment plans;

Provides psychotherapy to individuals, couples, families, and groups using various social work treatment modalities;

Refers patients to Psychologist for testing and Psychiatrist for medication review;

Maintains liaison with other community agencies and resources and coordinates the provision of supportive services to patients;

Participates in department planning related to the goals, objectives and policies related to mental health programs;

Prepares and maintains various records and reports including social assessments, treatment plans, case progress notes, treatment and discharge summaries and letters and referrals;

TYPICAL WORK ACTIVITIES cont':

Performs crisis intervention work as necessary;

Provides professional consultations to a variety of agencies and facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices procedures and methods of social work and of the social factors affecting disease and disability;

Comprehensive knowledge of social work treatment modalities and problem solving techniques used to assist individuals to achieve more satisfying lives;

Thorough knowledge of community services and resources which are available to assist in the treatment of the mentally ill;

Good knowledge of the use and effect of psychotropic medication;

Ability to supervise the work of others;

Ability to make psycho-social assessments and develop a therapeutic relationship with patients;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain good working relationships with others;

Ability to analyze and evaluate reports of staff workers and make sound decisions;

Ability to prepare records and reports.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work and be a Licensed Clinical Social Worker (LCSW-R), with three (3) years of social work experience in a community mental health program, one (1) year of which must have involved the supervision of staff engaged in social work.