

SUPERVISING SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving administering and supervising the psychiatric social work services of a community mental health/mental retardation program. Work is performed under the general direction of the Deputy Commissioner of Community Mental Health Services with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over Staff Social Workers and other subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the intake and screening of new patients and making an evaluation in all areas except psychological and medical;
Participates in individual, groups and family therapy;
Participates as a team member in conferences designed for diagnosis of and treatment of patients;
Participates in informational and educational community activities to further community knowledge and the prevention of psychiatric disorders;
Participates in team visits to patients' homes;
Works with other professionals and non-professionals in exploring the community to find individuals who need treatment but are unable or unwilling to seek treatment;
Participates in long range planning toward the development of better mental health programs;
Participates in campaigns to stimulate interest in the prevention and detection of mental illness including storefront collaboration with other social services, home visiting, family programs, after care and referral systems in participation with other professionals and non-professionals;
Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies;
May direct in-service training of other professionals and para-professionals, relating the contributions that social work can give to an interdisciplinary treatment team.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, methods, procedures and practices of psychiatric social work, of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively;
Ability to work effectively with others;
Ability to organize, direct and coordinate the psychiatric social work services in a psychiatric clinic;
Ability to prepare technical and informational data and administrative use;

SUPERVISING SOCIAL WORKER--contd.

2

Ability to provide professional leadership of a high order;
Ability to analyze and evaluate reports of staff workers and make sound decisions;
Ability to plan and supervise the work of the psychiatric social work staff;
Ability to organize and operate a program of training for new social workers and students in social work;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a current certificate or limited permit to practice social work issued by the New York State Education Department and three years of social work experience in a community mental health program, one year of which must have involved the supervision of staff engaged in social work.