

## **SUPERVISING SOCIAL WORKER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional supervisory position in the Department of Mental Hygiene responsible for the direct delivery of ongoing therapeutic services and the supervision of social workers, social work students and other clinicians and students as necessary. Incumbent will spend a minimum of approximately twenty-five percent of the time in clinical supervision and related supervisory activities. The incumbent is responsible for developing and maintaining standards of social work services provided within the department. Incumbents may have clinical/administrative supervisory responsibility for a small treatment unit or a sub-unit of a larger treatment program. Supervision is received from Clinical Division Chief and other clinical mental health professionals of a higher rank.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises professional and para-professional staff;
2. Assists in the formulation and execution of policies and procedures related to maintaining standards of the social work profession within the departments;
3. Maintains an individual caseload, providing patients with individual, group, family and marital therapy, and case management services;
4. Participates in the intake and screening of new patients;
5. Participates in clinical staff conferences devoted to diagnoses, treatment and planning;
6. Integrates the services provided by social workers through the department, seeking to maintain professional standards and competency;
7. Maintains case records, documenting all patient contacts and meeting deadlines for required paperwork;
8. Prepares all required paperwork and reports;
9. Participates in preventive informational and educational community activities to further community knowledge;
10. Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies;
11. Does related work as required.

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

Thorough knowledge of the principles and theories of modern social casework; thorough knowledge of the factors which contribute to mental, emotional and social maladjustment and of therapeutic techniques to treat those affected; thorough knowledge of alcohol and substance abuse problems and treatment; good knowledge of community resources in the field of mental health; good knowledge of departmental policies and procedures; good knowledge of the terminology of the mental health field; ability to train others in social casework methods; ability to analyze and evaluate the social work aspects of a mental health program and to make practical recommendations concerning solution of problems; ability to supervise the work of others; ability to maintain competency and to keep abreast of latest developments in the mental health field; ability to communicate effectively, both orally and in writing; ability to work effectively with professional associates; ability to relate sympathetically to a potentially difficult patient population; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**SUPERVISING SOCIAL WORKER** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Current licensure as a Licensed Clinical Social Worker with “R” certification by the New York State Department of Education, plus 2 years of licensed supervisory social work experience.

**SPECIAL REQUIREMENT:**

Possession of a valid driver's license.

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