

## **SOCIAL WORKER I**

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

This is a professional position in the Department of Mental Hygiene which involves the delivery of psychotherapy services to patients with social, emotional, and related difficulties. This position requires membership in the Department's Professional Staff Organization, and incumbents need to apply for and receive departmental clinical privileges in order to deliver counseling and psychotherapy services to patients. Each level of privileging is based on departmentally established educational and experiential requirements. Responsibilities include but are not limited to seeking out those in the community in need of mental health services; intake; diagnostic assessment and evaluation; treatment planning; therapy; crisis intervention; maintenance of case records; community education; coordination of treatment with other agencies and professionals providing ancillary services; and participation in patient discharge planning. This position is distinguished from Social Worker II and Social Worker III due to the minimum qualifications of the position. Social Worker II's must be licensed by New York State as a Licensed Clinical Social Worker; Social Worker III's must be licensed by New York State as a Licensed Clinical Social Worker and possess 'R' credentials. Upon meeting the minimum qualifications for the Social Worker II title, employees will be promoted to the II level position. Case assignments and administrative supervision are received from the Clinical Unit Administrator, Supervising Social Worker or Psychologist II. Clinical supervision is received on an as-needed basis from the Clinical Unit Administrator or other senior clinicians privileged to supervise at the professional level. Peer assessment, case conferencing and suggestions regarding treatment plans may be developed at weekly unit meetings. Clinical supervision may be exercised over less experienced professionals. An employee may be required to serve on any of the Department's standing or ad hoc committees. Supervision may be exercised over less experienced professional and/or paraprofessional staff. An incumbent in this title may be required to be on call for extra duty on evenings and weekends.

### **TYPICAL WORK ACTIVITIES:**

1. Maintains an individual caseload, providing patients with individual, group, family and marital therapy;
2. Assists with the pre-intake, intake, and screening of new patients into the system, compiling information on patients' physical/mental history;
3. Makes differential diagnoses of patients' problems and refers patients to appropriate programs within the Department of Mental Hygiene;
4. Refers patients to other governmental and non-governmental agencies;
5. Formulates treatment plan for individual patients and modifies treatment plan on an on-going basis to reflect patient's behavior changes as a result of therapy;
6. Utilizes crisis intervention techniques appropriate to situations involving emotionally disturbed patients;
7. Maintains case records, documenting all patient contacts and meeting deadlines for required paperwork such as care reviews, quarterly summaries, etc.;
8. Determines when patients' therapy should be discontinued and prepares patient for the completion of treatment;
9. May refer patient to Case Manager for needed services which would not be under jurisdiction of this position;
10. Coordinates patients' treatment with other agencies such as schools, Social Services, Probation Department, etc.;
11. May do court-ordered evaluations on the severity of client's problem (i.e., drug misuse or abuse) and make recommendations on sentencing;

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

**TYPICAL WORK ACTIVITIES:** (Cont'd)

12. Provides preventive care on substance abuse, mental health issues, etc. through information and educational community activities;
13. May develop and implement follow-up studies to determine program effectiveness;
14. Responds to queries from insurance companies, Social Services and other agencies concerning pertinent client information;
15. May function as a Case Manager which could include the following duties: initial screening and referral of patients entering the system, client advocacy and acting as a liaison between the client and the various human service agencies;
16. May act as a petitioner for the emergency institutionalization of patients;
17. May be required to periodically present a case at Department-wide grand rounds;
18. 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; good knowledge of the terminology of the mental health field; good knowledge of personality development; ability to work effectively with professional associates; ability to relate sympathetically to a potentially difficult patient population; ability to maintain competency and to keep abreast of latest developments in the mental health field; ability to understand the methodology and results of research projects; ability to compile and organize statistical data; ability to organize work; ability to maintain records; ability to participate in community education activities including public speaking; ability to communicate effectively both orally and in writing; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Licensed by the New York State Department of Education as a Licensed Master Social Worker.

**SPECIAL REQUIREMENT:**

Possession of a valid driver's license.

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REVISED:	08/03/76	04/13/82	09/14/83	01/01/90 (Staff Social Worker)
	1/16/91	07/01/91	03/04/05	01/01/08