

DEPARTMENT: MENTAL HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 3, 2011

SUPERVISING SOCIAL WORKER (COMMUNITY MENTAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work that provides programmatic and clinical supervision and management for community mental hygiene service programs related to the Department of Mental Health. This position provides daily operational management to an assigned program or site, maintains an assigned caseload to provide social work services, and provides clinical supervision to Social Workers and programmatic coordination. All duties are performed in accordance with program and regulatory requirements and the incumbent is responsible for ensuring that the program or site is properly staffed to meet performance expectations. Incumbents are designated as a program or site coordinator and work under the general supervision of higher-level administrative staff. Incumbents are allowed wide leeway for the exercise of independent action and programming in accordance with established policies and procedures. General supervision is exercised over assigned subordinates including Staff Social Workers and Mental Hygiene Practitioners in the assigned program or site. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides professional programmatic management, direction and supervision for one or more programs under the general supervision of the Director;
2. Provides administrative oversight to all aspects of the program(s) including clinical services, billing, and support staff operations in accordance with audit readiness corporate compliance, federal and state regulations and laws;
3. Performs personnel management duties including recruitment, interviewing, making hiring recommendations, training, completing performance evaluation of all employees in assigned programs, and addressing disciplinary issues;
4. Monitors and regulates program expenditures;
5. Collaborates with department administration in the development of budgets and strategies related to financial feasibility of all operations;
6. Ensures that program policy and procedure and patient records comply with state and federal regulations and laws and department expectations;
7. Establishes clinical standards and manages quality compliance in assigned programs;
8. Holds staff accountable to units of service and productivity expectations;
9. Prepares for and responds to state, federal and other regulatory audit and certification reviews;
10. Ensures that all assigned programs are properly staffed, scheduled and covered to meet performance expectations;
11. Reviews and processes with the County Attorney's Office requests for records and information, court ordered evaluations, significant events and clinical issues with potential legal ramifications;
12. Ensures and reviews regular clinical supervision of program staff;
13. Assigns work to subordinates;
14. Meets regularly with subordinates to review caseloads to provide clinical and operational supervision and direction in areas such as but not limited to assessment; development and implementation of treatment plans; individual, collateral and group counseling; crisis intervention; patient/client advocacy; and other associated areas;
15. Prepares requests for work orders, and purchase of equipment and supplies as it relates to programmatic facility management;
16. Maintains, collects and analyzes programmatic data and synthesizes information into formal reports for presentation to administration and produces annual reports as required;
17. Provides leadership in long range planning toward the development of better mental health programming;
18. May direct in-service training of other Department and other agency professionals and paraprofessionals;
19. Provides social work services to clients as needed;
20. Participates in crisis on-call rotation and community based evaluation, advocacy, and crisis intervention;
21. May provide client related services in conjunction with forensic or court issues such as testimony, advocacy and consultation.

CONTINUED

SUPERVISING SOCIAL WORKER (COMMUNITY MENTAL HEALTH) CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, methods, procedures and practices of psychiatric social work, of the functioning and management of community mental health programs and facilities and the scope of services rendered, and of community resources and how to use them effectively with others; comprehensive knowledge of all state regulations governing community mental health programs; ability to organize, direct and coordinate mental hygiene programs; ability to clinically supervise, manage and coordinate the work of others; ability to prepare technical and informational data for administrative use; ability to provide effective professional leadership of a high order; ability to analyze and evaluate reports of social workers and make sound decisions; ability to prepare reports; ability to organize and operate training for new program staff; ability to plan and supervise the work of others; ability to effectively communicate orally and in writing; tact and courtesy; sound professional judgment; integrity; initiative; willingness and availability to work on-call; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as a Staff Social Worker in the Niagara County Department of Mental Health and be a current Licensed Masters of Social Work (LMSW) or Licensed Clinical Social Worker (LCSW) in New York State.

OPEN COMPETITIVE QUALIFICATIONS:

Candidates must be a current Licensed Masters of Social Work (LMSW) or Licensed Clinical Social Worker (LCSW) in New York State and have two (2) years of full-time paid experience providing social work services in a community mental hygiene program.