

**DEPARTMENT:** MENTAL HEALTH  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 25, 2024

### **STAFF SOCIAL WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties require the performance of social work in helping patients with social, emotional and related difficulties associated with their disability. The work is performed within prescribed routines with some leeway permitted in determining the scope of work to be performed in helping the patient to adjust into his/her old or a new environment. Employees in this class are expected to meet with professionals of agencies in or outside of the community to obtain assistance and guidance for patients. The Social Worker functions under the direct supervision of a Supervising Social Worker who may define or limit the work to be performed. The incumbent may provide direct clinical supervision and guidance to assigned staff including Licensed Clinicians and/or peer Social Workers in areas that are clinically relevant to assigned caseloads. Incumbents provide only clinical supervision and do not provide first-line supervision. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Assigns work to subordinates under the direction of higher-level staff;
2. Participates in the intake and screening of new patients, evaluating and providing a diagnostic impression of the patient and his/her problems;
3. Provides individual and group therapy and incorporates family and collaterals into the treatment process including but not limited to psycho-education and intervention; may provide family therapy as appropriate;
4. Provides social work services to help patients adjust to their disabilities and social environment;
5. May provide case or care management as defined by state and federal regulations to refer and link individuals with treatment programs and other social service agencies and medical providers;
6. May provide in-home intervention and treatment;
7. Maintains and reviews documentation and case records according to all applicable federal and state regulations and insurance billing rules in accordance with audit readiness and corporate compliance policies and procedures;
8. Plans with the community mental health team and with community mental health and medical agencies to relate the patient's treatment and rehabilitation program to his social situation prior to his discharge;
9. Meets regularly with subordinates and/or peer Social Workers to provide and document clinical supervision 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;
10. Participates in informational and educational community activities to further community knowledge and the prevention of psychiatric disorders;
11. Under the direction of a Supervising Social Worker, participates in and may lead meetings and case conferences designed for diagnosis, coordination, and treatment of patients;
12. Collects and maintains appropriate data from various sources such as professional staff and patients' families to establish an overall approach to the solution of patients' mental, medical, and social problems;
13. Maintains information on community and health resources which can be utilized during the patient's care and subsequent to his discharge;
14. Participates in the process of transfer of patients to other levels of treatment as appropriate;
15. Participates in crisis on-call rotation and community based evaluation, advocacy, and crisis intervention;
16. When assigned, assists Supervising Social Worker by preparing and responding to State, Federal and other regulatory audit and certification reviews; assists with scheduling and time off requests; providing client related services in conjunction with forensic or court issues such as testimony, advocacy and consultation; and providing input to superiors in long-range planning.

**CONTINUED**

## **STAFF SOCIAL WORKER (COMMUNITY MENTAL HEALTH) CONTINUED**

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

Good knowledge of the principles, methods, procedures and practices of psychiatric social work, of the functioning 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; good knowledge of all state regulations governing community mental health programs; ability to perform mental hygiene work effectively; ability to clinically supervise the work of others; ability to analyze and evaluate reports and make sound decisions; ability to prepare reports; ability to plan and assign work to 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 Licensed Clinician in the Niagara County Department of Mental Health and be a current Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) in New York State.

#### **OPEN COMPETITIVE QUALIFICATIONS:**

Candidates must be a current Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) in New York State and have one (1) year of full-time paid experience providing social work services in a community mental hygiene program.