

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of professional and social work duties with individuals, families and groups in order to establish and coordinate a treatment plan and services designed to improve social functioning and reduce psychological, emotional and social problems. Work is performed within prescribed routines with leeway permitted in determining the scope of work to be performed in helping clients with their specific circumstances. The Staff Social Worker I functions under the direction of a Clinical Program Coordinator who may define or limit the work to be performed. Employees in this class are expected to meet with professionals of other human services agencies to obtain guidance and assistance for clients.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in the intake and screening of new patients, evaluating and diagnosing the patient and problems;

Participates as a team member in individual, group and family therapy;

Provides social work services to help patients recover from their disabilities and social environment;

Refers clients to other governmental and non-governmental agencies;

Coordinates various activity and treatment programs with other social agencies;

Compiles case studies, recording pertinent information;

Records progress notes concerning services rendered in relation to a client's personal and social problems;

Plans with the community mental health team and with community agencies to relate the patient's treatment and rehabilitation program to their social situation prior to their discharge;

Collects and maintains appropriate data in electronic medical records from various sources, such as professional staff and patients' families to establish an overall approach to the solution of patients' mental and social problems;

Maintains information on community and health resources which can be utilized during the patient's care and subsequent to their discharge;

Participates in the process of transfer of patients to other levels of treatment as appropriate.

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

Thorough knowledge of the practices and procedures of social work and of the social factors affecting disease and disability; ability to organize work effectively; the ability to interpret federal, state and local laws affecting the medical and health programs and the ability to prepare reports; an interest in helping others; ability to establish a good rapport with clients; ability to operate a personal computer utilizing basic software products; sensitivity to others; and compassion.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in Social Work from a Graduate School of Social Work approved by the New York State Education Department or eligibility to hold a limited permit to practice as a Licensed Master Social Worker; or
- (B) Doctorate in Marriage and Family Counseling, Psychology or Pastoral Counseling with licensure to practice in New York State; or
- (C) Possession of a Master's Degree in Mental Health Counseling from an Accredited University approved by the New York State Education Department or eligibility to hold a limited permit to practice as a Licensed Mental Health Counselor.

NOTE: Certification as a Licensed Master Social Worker must be obtained within twelve (12) months of appointment or Certification as a Licensed Mental Health Counselor within two (2) years of appointment, as cited under Article 154, Section 7705 of NYS Education Law.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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