

STAFF SOCIAL WORKER II

207-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of supervisory duties and social work duties in helping patients with social, emotional and related difficulties associated with their disability. The work is performed within prescribed routines with leeway permitted in determining the scope of work to be performed in helping a patient to adjust into his old or a new environment. The Staff Social Worker II functions under the direction of a Clinical Program Coordinator, Deputy Director or Director of Community Services. 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.

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.*

Supervises and administers a specific component or unit of the County Mental Health Agency;

Plans, coordinates and implements services for a specific program or unit of the County Mental Health Agency;

Interprets agency policy for assigned staff;

Assigns clients to subordinates and follows progress of client through weekly session with subordinates;

Plans and schedules work of subordinates;

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 recovery based upon 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;

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

Collects and maintains appropriate data in both electronic and paper formats, 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 his discharge;

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

May be required to chair a planning or advisory committee related to services provided in the assigned program/unit.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the practices and procedures of social work and of the social factors affecting disease and disability; the ability to organize work effectively; ability to plan and supervise the work of others; the ability to interpret Federal, State and Local laws affecting the medical and health programs;

and the ability to prepare reports; and ability to operate a personal computer utilizing basic software products.

MINIMUM QUALIFICATIONS: Either:

- (A) Licensed Mental Health Counselor with New York State credentials and two (2) years of practice in a community mental health program; or
- (B) Licensed Clinical Social Worker with New York State credentials and two (2) years of practice in a community mental health program; or
- (C) Doctorate in Psychology with licensure to practice in New York State and two (2) years of practice in a community mental health program; or
- (D) Doctorate in Marriage and Family Counseling with licensure to practice in New York State and two (2) years of practice in a community mental health program; or
- (E) Doctorate in Pastoral Counseling with licensure to practice in New York State and two (2) years of practice in a community mental health program.

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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