

SUPERVISING SOCIAL WORKER
(Community Mental Health)

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for administering and supervising the social work services in a segment of the County community mental health agency. Work is performed under general supervision of the Supervising Psychologist and the Director. The work includes wide responsibility for independent action and programming and involves the supervision of subordinate professional, para-professional and clerical staff.

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 segment or unit of the county mental health agency;

Participates in the intake and screening of new patients and clients (making an evaluation in all areas except psychological and medical)

Interprets agency policy for assigned staff;

Supervises and participates in individual, group and family therapy;

Acts as a team leader in conferences designed for diagnosis of and treatment of patients;

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

Participates in informational and educational community activities to further community knowledge in the detection and prevention of psychiatric disorders;

Plans and schedules work of subordinates;

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Works with other professionals and non-professionals in exploring the community to find individuals

who need treatment but are unable or unwilling to seek treatment;

Participates in long range planning toward the development of better mental health programs;

Participates in campaigns to stimulate interest in the prevention and detection of mental illness,

including storefront collaboration with other social services, home visiting, family programs,

aftercare and referral systems in participation with other professionals and non-professionals;

Refers cases to other agencies and coordinates various activities and treatment programs with other

governmental and non-governmental social agencies;

Directs in-service training of other professionals and para-professionals relating the contributions

that social work can give to an interdisciplinary treatment team.

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

TERISTICS: Comprehensive knowledge of the principles, methods, procedures and practices of psychiatric social work, or the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively with others; ability to organize, direct and coordinate the segment of the social work services in a community mental health agency; ability to prepare technical and informational data for administrative use; ability to provide professional leadership; ability to prepare, analyze and evaluate reports; and ability to plan and supervise the work of the social work staff.

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MINIMUM QUALIFICATIONS: Two (2) years paid social work experience in a community mental health program including one (1) year of supervisory responsibility; and a current certificate or limited permit to practice social work in the State of New York. Only professional, post-master's social work experience will be considered as qualifying experience. Supervisory experience must be supervision of professional social workers practicing at the post master's level.