

SUPERVISING PSYCHIATRIC SOCIAL WORKER

JOB CODE: 2506
LOCATION: Tioga County Mental Hygiene Department
CLASSIFICATION: Competitive
SALARY: CSEA Salary Grade XVIII
ADOPTED: Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a professional supervisory clinical position involving responsibility for oversight and supervision of a select specialty unit and group of staff. In addition, the work involves responsibility for providing skilled psychotherapy to clinic patients to aid in prevention, treatment and rehabilitation of mental illness. The employee serves as part of a multi-disciplinary team. The employee carries a therapy caseload and provides direct clinical care, as well as psychotherapy services to individuals, families and groups, many of whom are high risk clients. As a result, the incumbent would need to possess a high level of interpersonal skill and understanding in order to counsel and clinically treat emotional or psychological problems or illnesses. The employee provides direct clinical care at a 50% caseload assignment. The work is performed under the general supervision of the Clinical Program Director and exercises considerable autonomy and independent judgment. Internal contacts are within professional associates and involve the development, and delivery of client services. The employee is responsible for supervising a single work unit, section, activity or work group. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides clinical supervision of specialty groups and in supervision of cases that require increased expertise in areas of complex needs;
- Assists the Clinical Program Director with general administrative program functions;
- Coordinates referrals; documents referral sources and client information; reviews service eligibility and documents services needed, requested and provided;
- Assigns and monitors clinical caseloads to facilitate distribution of the workload, appropriateness of assignments, staff efficiency, and appropriate time management;
- Assists in gathering data and analyzing the effectiveness of the specialty groups activities and programs;
- Coordinates and assists in the assignments and activities of the team to ensure quality of service;
- Assesses training program needs and shares the information with the Clinical Program Director or Director of Community Services;
- Coordinates services with other service providers and other professionals;
- Maintains a 50% caseload for clients in the clinic;
- Assists in the planning, implementation and coordination of new clinical staff or intern orientation related to the specialty programs;
- Assists in planning, implementation, coordination and evaluation of the specialty groups assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current mental health clinical practice where applicable; thorough knowledge of the principles, practices and techniques of supervision; thorough knowledge of dual diagnosis treatment; working knowledge of the organization facilities and resources; skill in the application of current clinical procedures and techniques of client care; ability to plan and coordinate clinicians for the specialty clinical programs assigned; ability to supervise clinical personnel; ability to communicate effectively orally

and in writing and to establish and maintain cooperative working relationships; ability to perform duties in accordance with professional expectations; ability to perform duties within NYS OMH regulations; empathy for persons with emotional and mental health problems; confidentiality; discretion; tact and courtesy, sensitivity, empathy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Current New York State licensure as a Licensed Clinical Social Worker-R and three (3) years of supervisory* experience in a program for the mentally ill, the developmentally disabled, or the chemically addicted.

**Supervisory experience is defined as: assigning and reviewing work of others, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline.*

DRAFT