



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Supervisor of Family Behavioral Health Services (CMH)**
Jurisdictional Class: Competitive
Civil Division: County
Adoption: CSM 11/17/20
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing professional supervision over adolescent psychiatric care, as well as oversight, leadership and guidance to the Cayuga County Mental Health Systems of Care (SOC) initiative. Cayuga County's SOC is a county-wide integrated network of community resources supported by collaboration among families, professionals, and the community. The Care Supervisor will integrate and oversee the work of education, juvenile justice, mental health, child welfare, and other community organizations with families through facilitating team decision making structures that require shared responsibility and accountability to ensure children and families have access to services and supports. Supervisors in this class perform professional psychiatric social work in mental health facilities and clinics. Employees in this class work closely with psychiatrists, psychologists and other behavior health providers in the planning of treatment for clients. The Care Supervisor of Adolescent Mental Health Services functions under the direction of the Director of Community Services who may define or limit the work to be performed. This position may supervise subordinate staff social workers and may be responsible for special projects or programs. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Participates in a multi-disciplinary psychiatric team setting;
Supervises entry level social workers and provides guidance and expertise in difficult or unusual situations;
May be responsible for special projects or programs;
Assists in training new staff on work procedures, job functions, and requirements of the unit to which they are assigned;
Provides individual, group, and family therapies;
Screens, evaluates, and diagnoses clients presenting mental health issues;
Provides clinical and administrative supervision;
Maintains case records as required;
Evaluates and refers clients to other community resources as required;
Prepares treatment plans based on each individual's needs;
Participates in the discharge planning process;
Maintains and utilizes information regarding community resources pertinent to clients' care;
Provides crisis intervention services;
Envision and facilitate the development of SOC program team, articulate its goals and strategy, and report on its outputs;
Lead departmental infrastructure development efforts which will further enhance SOC delivery capacity built upon SOC principles;

Support Sustainability of SOC service through proactive, creative and collaborative problem-solving and resource allocation;
Provide SOC program team leadership and supervise SOC Staff. Maintain regular communications with this team and its project sub teams through telephone calls, emails, meetings, trainings, webinars and regular written reports;
Coordinate activities with collaborating agencies involved in federal, state and local projects and workgroups dedicated to the establishment and enhancement of the SOC for Cayuga County;
Actively participate in staff meetings, workshops and trainings; as well as coordinate activities with collaborating agencies;
Actively seek opportunities to effectively communicate with the public and private child serving agencies and the community to share information about Cayuga County's SOC;
Will serve as a liaison between all child serving agencies and the community-at-large.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures of social work and of the social factors affecting disease and disability;
Thorough knowledge of the principles, practices, and techniques of social work and mental health counseling;
Ability to establish and maintain effective working relationships with clients and other service providers;
Ability to organize work effectively;
Ability to interpret federal, state, and local laws affecting the medical and health programs;
Ability to prepare accurate and timely written records and reports;
Ability to maintain confidentiality;
Ability to communicate effectively both orally and in writing;
Ability to supervise the work of others;
Ability to participate in after-hours emergency on-call services;
Ability to respond to crisis telephone calls and unscheduled walk-in client crisis;
Ability to work independently;
Good written and oral communication skills;
Good Interpersonal skills.

MINIMUM QUALIFICATIONS:

- (A) A Master's Degree in social work from a graduate school of social work approved by the New York State Department of Education; **AND**
- (B) Current professional licensure as a Licensed Clinical Social Worker (LCSW) granted by the New York State Education Department; **AND**
- (C) Five (5) years of full-time (or part-time equivalent) post-graduate social work experience including supervisory oversight of a multi-disciplinary systems of care team of family services providers.

SPECIAL REQUIREMENT(S):

Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle Operator's license.