



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

**JOB SPECIFICATION**

Civil Service Title: **Senior Staff Social Worker**  
Jurisdictional Class: Competitive  
Civil Division: County  
Adoption: CSM 4/8/09  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing professional psychiatric social work. Under supervision, an employee in this class performs professional psychiatric social work in mental health facilities and clinics. Work involves responsibility for applying advanced specialized clinical social work techniques to the rehabilitation and adjustment of clients with disabilities. Employees in this class work closely with psychiatrists and psychologists in the planning of treatment for clients. The Senior Staff Social Worker functions under the direction of the Supervising Social Worker or other administrative staff who may define or limit the work to be performed. This position differs from that of a Staff Social Worker in that incumbents handle more difficult cases, 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;  
Is responsible for more difficult cases than the Staff Social Worker;  
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;  
Participates in the process of transfer of patients to other levels of care as appropriate;  
Participates in after-hours emergency on-call services;  
Participates in emergency services rotation during business hours;  
Participates in utilization review process;  
Provides crisis intervention services;  
Performs client psychiatric assessments off-site, including the hospital emergency department;

**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.

**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) Three (3) years of full-time (or part-time equivalent) post-graduate social work experience.

**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.