



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: SUPERVISING SOCIAL WORKER (CMH)
Jurisdictional Class: Competitive
Civil Division: Mental Health Center
Adoption: CSM
Revised: CSM 12/13/00; 11/10/05; 10/10/07; 10/19/21

DISTINGUISHING FEATURES OF THE CLASS:

Supervises clinic treatment services in a community mental health center; does related work as required. This is professional and administrative work involving responsibility for administering and supervising the psychiatric social work services of a community mental health program. The work includes wide responsibility for independent action and programming and involves the supervision of Senior Staff Social Workers and Staff Social Workers, as well as working collaboratively with other supervisors to effectively supervise clinic operations.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees and manages the day to day operation of all facets of the outpatient mental health clinic.
Oversees conferences designed for diagnosis of and treatment of patients;
Oversees and participates in informational and educational community activities to further community knowledge and the prevention of psychiatric disorders;
Works with other professionals and para-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 para-professionals;
Oversees referrals to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental treatment agencies;
May direct 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, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, methods, procedures, and practices of psychiatric and clinical social work, of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively;
Ability to lead and work effectively with others;
Ability to organize, direct, and coordinate the psychiatric social work services in a psychiatric clinic;
Ability to prepare technical and informational data for administrative use;
Ability to provide professional leadership of a high order;
Ability to analyze and evaluate reports of staff workers and make sound decisions;
Ability to plan and supervise the work of the psychiatric social work staff;
Ability to organize and operate a program of training for new psychiatric social workers and students in psychiatric social work;
Ability to supervise a clinical program licensed by the State of New York.

MINIMUM QUALIFICATIONS:

(A) Three (3) years of full-time paid social work experience in a community mental health program and current licensure to practice as an R-numbered Licensed Clinical Social Worker (LCSW-R) granted by the New York State Education Department and one (1) additional year of full-time paid experience involving the supervision of 1 or more persons engaged in social work.

SPECIAL REQUIREMENT:

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work 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.

Agreed to by MSD and Department of Mental Hygiene, Division for Local Services and are based on the license requirements of the Education Law. March 1973.