



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

**JOB SPECIFICATION**

Civil Service Title: **Staff Social Worker (CMH)**  
Jurisdictional Class: Competitive  
Civil Division: Mental Health  
Adoption: CSM  
Revised: CSM 12/13/2000, 11/10/2005, 03/12/2008, 04/09/2008, 04/08/2009, 03/11/2015

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**DISTINGUISHING FEATURES OF THE CLASS:**

Provides social work services to patients of the Community Mental Health facility; does related work as required. These duties require the performance of social work in helping patients with social, emotional, and related difficulties associated with their disability. The work is performed within prescribed routines with some leeway permitted in determining the scope of work to be performed in helping the patient to adjust into his old or a new environment. The Staff Social Worker functions under the direction of a Supervising Social Worker or Senior Staff Social Worker who may define or limit the work to be performed. Employees in this class are expected to meet with professionals of agencies in or outside of the community to obtain assistance and guidance for patients. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Participates in a multi-disciplinary psychiatric team setting;  
Provides individual, group, and family therapies;  
Screens, evaluates, and diagnoses patients presenting mental health issues;  
Maintains case records as required;  
Evaluates and refers patients 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 patients' 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;  
Responds to telephone call crises and unscheduled walk-in client crises;  
Performs patient psychiatric assessments off site, including the hospital emergency department;  
May be required to obtain reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.

**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;  
Working knowledge of community service agencies and programs;  
Ability to conduct psychosocial intakes and assessments;  
Ability to interpret federal, state, and local laws affecting the medical and health programs;  
Ability to communicate effectively both orally and in writing;  
Ability to organize work effectively;  
Ability to analyze and organize data and prepare records and reports;  
Ability to participate in after-hours emergency on-call services;  
Ability to respond to telephone call crises and unscheduled walk-in client crises.

**MINIMUM QUALIFICATIONS:**

A Master's Degree in social work from a graduate school of social work approved by the New York Department of Education **AND** current professional licensure as a Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) granted by the New York State Education Department.

**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.

**NOTE:** The minimum qualifications for this position are mandated under Article 154 of New York State Education Law.