

## SENIOR STAFF SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: Incumbents provide social work services to patients of Community Mental Health/Mental Retardation facilities. These duties involve helping patients with social, emotional and related difficulties associated with their disability. The work is performed within accepted guidelines and procedures with considerable leeway permitted in determining the type and level of services to be provided. The Senior Staff Social Worker functions under the direction of a 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 lower level staff social workers and may be responsible for special projects or programs. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Participates in the intake and screening of new patients, evaluating and diagnosing the patient and problems; Participates as a team member in individual, group and family therapy; Provides social work services to help patients adjust to their disabilities and social environment; Refers clients to other governmental and non-governmental agencies; Coordinates various activity and treatment programs with other social agencies; Compiles case studies, recording pertinent information; Plans with the community mental health team and with community agencies to relate the patient's treatment and rehabilitation program to the clients social situation prior to the clients discharge; Collects and maintains appropriate data from various sources such as professional staff and patients' families to establish an overall approach to the solution of patients' mental and social problems; Maintains information on community and health resources which can be utilized during the patient's care and subsequent to the patient discharge; Participates in the process of transfer of patients to other levels of treatment as appropriate; May assign and/or review the work of lower level staff social workers; May direct inservice training of other professionals and para-professionals, relating the contributions that social work can give to an interdisciplinary treatment team; May direct special programs of projects involving program design, implementation, coordination, supervision of subordinates, program evaluation or research tasks upon request.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices and procedures of social work and of the social factors affecting disease and disability; Ability to supervise the work of others; Ability to organize work effectively; Ability to interpret federal, state and local laws affecting the medical and health programs; Ability to prepare reports; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A Master's degree in social work from a graduate school of social work approved by the New York State Department of Education; and three years social work experience in a position as a licensed master social worker (LMSW).

NOTES:

1. Social work is generally directed toward promoting the effective operation of systems that provide people with resources and services. Functions include the development, management and evaluation of services programs, coordination and consultation with other service providers toward an integrated and comprehensive delivery system program and policy analysis, advocacy development, planning and implementation and organization analysis.
2. Experience which is custodial in nature and/or which involves primarily providing direct personal care to clients such as nursing, nurses aides, home health aides or similar positions are not considered social casework or social work.

SPECIAL REQUIREMENTS: Must possess a professional license and current registration, issued by the New York State Education Department, in Licensed Clinical Social Work (LCSW) at time of appointment.

Adopted 2/15/89

Revised 3/22/93, 8/26/99, 8/30/99, 3/10/05

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