

## **STAFF SOCIAL WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbent provides clinical social work services to patients of the Mental Health Department. These duties require the performance of clinical 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 improve his adaptive functioning. The Staff Social Worker functions under the direction of a Supervising Social Worker or Sr. Staff Social Worker who may define or limit the work to be performed. Employees in this class are expected to collaborate with the professional personnel of agencies in or outside of the community as needed to provide quality care for the patient. 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; Provides 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 treatment programs with other social agencies as needed; Compiles case records in a manner required by regulation and internal policy, Plans with the mental health team and with community agencies to relate the patient's treatment and rehabilitation program to his social situation prior to his discharge; Collects and maintains appropriate data from various sources such as prior treatment providers 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 his discharge; Participates in the process of transfer of patients to other levels of treatment as appropriate.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the practices and procedures of social work and of the factors affecting disease and disability; 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:** Master's degree in social work from a graduate school of social work approved by the New York State Department of Education, and possession of a professional license and current registration issued by the New York State Education Department in Licensed Master Social Work (LMSW) at time of appointment. Incumbents are required to obtain licensure as a Licensed Clinical Social Worker (LCSW) through the New York State Education Department as soon as they are eligible.

Adopted 2/15/83

Reviewed 8/18/95; 4/18/11; 8/27/15; 4/9/21;11/22/22

Revised 2/23/98, 12/23/99, 2/17/00, 10/23/01, 3/26/04, 3/10/05, 8/18/06, 9/8/08