

Department: Mental Health
Classification: Competitive
Grade: __12__

SPEC DISK B4
DOCUMENT 60

PSYCHIATRIC SOCIAL WORKER TRAINEE
Psychiatric Out-Patient Clinic

DISTINGUISHING FEATURES OF THE CLASS: Under the immediate supervision of a Psychiatric Social Worker the work involves responsibility for learning the principles and practices of psychiatric social work as adapted to an integrated team approach in a psychiatric clinic setting involving the examination, diagnosis and treatment of patients. Emphasis is placed on the integrated team approach. The incumbent takes part in and receives training in intake, casework, and the interpretation of clinic psychiatric social work to community organizations. Assignments are in accordance with the stage of the trainee's development. Supervision over personnel may be assigned as development warrants. The incumbent does related work as required.

This is a trainee position in the competitive class. Candidates are selected on the basis of college graduation and completion of a minimum of thirty (30) graduate credit hours in a school of Social Work, Mental Health Counseling, Psychology, Human Services or related field. During the training period the incumbent is required to either:

- A. Graduate from a regionally accredited or New York State registered college or university with a Masters Degree in Social Work and become Licensed as Licensed Master Social Worker (LMSW) or as a Licensed Clinical Social Worker (LCSW) by the New York State Education Department.
- B. Graduate from a regionally accredited or New York State registered college or university with a Masters degree in Mental Health Counseling, Psychology, Human Services or related field and become licensed as a Licensed Mental Health Counselor (LMHC) or with a Limited Permit to Practice Mental Health Counseling by the New York State Education Department.
- C. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Marriage and Family Therapy and become licensed as a Licensed Marriage and Family Therapist (LMFT) by the New York State Education Department.

The appointment may be terminated if the trainee does not show the personal stability, cooperation, interest and the ability to acquire the knowledge and develop the skills required of Psychiatric Social Workers. Trainee appointments are for a period of one (1) year, following which incumbents receiving satisfactory rating will be advanced to the title of Psychiatric Social Worker without further examination.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Progressively learns, assists and takes part in:

Conducting intake and social study interviews with patients, their relatives

and pertinent agencies and individuals;
Team conferences designed for the diagnosis and plan of treatment of patients;
Casework treatment of patients and their families;
Working with environmental and community resources necessary for the patient's treatment;
Interpretation of the clinic program and methods to community individuals and agencies;
Preparation of reports and records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Capacity to understand the place of environmental forces and interpersonal relationships as they affect the mental health of individuals; ability to establish effective relationships with professional associates, patients and others in the community; capacity for learning under supervision; adaptability; tact; initiative; good judgment; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation with a Bachelor's Degree from a regionally accredited college majoring in Human Services and completion of thirty (30) graduate credit hours in a school of Social Work, Mental Health Counseling, Psychology or a related field at a regionally accredited or New York State Registered College or University.

Revised: 5/10/2018