

Department: Mental Health  
Classification: Competitive  
Grade: 17

SPEC DISK B2  
DOCUMENT 17

*PSYCHIATRIC SOCIAL WORKER*  
*(Out-patient Psychiatric Clinic)*

*DISTINGUISHING FEATURES OF THE CLASS:* The work involves responsibility for performing assigned psychiatric social work services in a psychiatric out-patient clinic; the position involves ordinary responsibility for making case studies and for carrying through planned treatment with patients (both children and adults) with parents or related persons and with collateral agencies. The incumbent does related work as required.

*Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

*TYPICAL WORK ACTIVITIES:* (Illustrative only)

Interviews patients, their relatives and other interested individuals and agencies in making social and developmental studies;  
Participates as a team member in conferences designed for the diagnosis and treatment of patients;  
Does casework treatment with patients, relatives and other concerned in making the psychiatric treatment plan effective and endeavors to bring about needed environmental changes using the media of community organizations and facilities as indicated;  
Engages in community education in psychiatric social work and mental health;  
Works with community, professional and civic organizations toward the development of a better mental health program.

*FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:*

Good knowledge of the principles, methods, procedures, techniques and practices of psychiatric social work; good knowledge of the functioning of psychiatric out-patient clinics, and of community resources and how to utilize them effectively; ability to make sound decisions and to make reports of investigations and recommendations; ability to work cooperatively and effectively with professional colleagues and other professional groups; tact; initiative; sound judgment in dealing with people; neat appearance; physical condition commensurate with the demands of the position.

*MINIMUM QUALIFICATIONS:* Either:

- (A) Graduation from an regionally accredited or New York State registered college or university with a Master's Degree in Social Work and currently licensed as a Licensed Master Social Worker (LMSW) or as a Licensed Clinical Social Worker (LCSW) by the New York State education Department; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Mental Health Counseling, Psychology, Human Services or related field and currently 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; or
- (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 currently licensed as a Licensed Marriage and Family Therapist (LMFT) by the New York State Education Department; or
- (D) Graduation from a regionally accredited or New York State registered college or university with a Doctorate degree in Psychology and currently licensed as a Psychologist by the New York State Education Department; or
- (E) An equivalent combination of training and experience as defined by the limits of (a), (b),(c) and (d).

Amended: 10/15/2010  
Revised: 5/8/2018