

Department: Mental Health
Classification: Competitive
Grade: 11 M/C

SPEC DISK B3
DOCUMENT 62

SUPERVISING PSYCHIATRIC SOCIAL WORKER
(Psychiatric Out-Patient Clinic)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering and supervising the psychiatric social work services in a psychiatric out-patient clinic. The work is performed under the general direction of the Psychiatrist-in-charge of the clinic and includes wide responsibility for independent action and programming. The supervision of a staff of social workers may be a requirement of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assumes responsibility, administratively and professionally, for the psychiatric social work program of study, treatment and community activities;
Participates in the establishment and revision of clinic policies;
As chief of clinic social service, is responsible for the training and supervision of social work students and staff social workers in psychiatric social work;
Participates in the interpretation of policies, methods and procedures to agencies responsible for carrying out recommendations of the clinic in the community;
Consults with organized community groups in planning health programs;
Meets with professional and civic organizations to provide interpretation of mental hygiene concepts and/or clinic functions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive and detailed knowledge of the principles, methods, procedures and practices of psychiatric social work, of the functioning of psychiatric outpatient clinics and the scope of services rendered, and of community resources and how to use them effectively; ability to work effectively with others; ability to organize, direct and coordinate the psychiatric social work services in a psychiatric clinic; ability to prepare technical and informational data for administrative use; ability to provide professional leadership of a high order; ability to analyze and evaluate reports of staff workers and make sound decisions; ability to plan and supervise the work of the psychiatric social work staff; ability to organize and operate a program of training for new psychiatric social workers and students in psychiatric social work; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from an regionally accredited or New York State registered college or University with a Masters 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 and three (3) years post-graduate experience in assessment, diagnosis and treatment as a Mental Health clinician; or
- (b) Graduation from an 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 currently licensed as a Licensed Mental Health Counselor (LMHC) by the New York State Education Department and three (3) years post-graduate experience in assessment, diagnosis and treatment as a mental health clinician; or
- (c) Graduation from an 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 and three (3) years post-graduate experience in assessment, diagnosis and

treatment as a mental health clinician; or

An equivalent combination of training and experience as defined by the limits of (a) (b) (c)

Amended: August 19, 2010