

DIRECTOR OF SOCIAL SERVICES - RUTH TAYLOR INSTITUTE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of the Ruth Taylor Institute, an incumbent of this position is responsible for administering, managing, supervising, organizing and directing the Social Service Program for the Ruth Taylor Institute in collaboration with the medical staff and Director of Nursing, in accordance with the New York State Hospital code and pertinent federal regulations. Responsibilities include formulating and implementing operational and clinical goals and objectives, interpreting and administering departmental policies and procedures, recruiting, training and evaluating staff, and overseeing fiscal, organizational and programmatic operations. Supervision is exercised over a number of professional social caseworkers and supporting clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, directs, coordinates, supervises and administers the Institute's social service programs in support of total patient care activities;

Develops and implements procedures and policies for the coordination of social services at the Ruth Taylor Institute with the services of the Medical Center, Community Health Programs and Community Social Agencies;

Interviews, recruits, trains and evaluates staff;

Prepares the budget for the social service program;

Interprets, administers and implements departmental policies and procedures;

Ensures the preparation and maintenance of patient treatment records and other reports, in compliance with required standards;

Establishes and monitors program goals and objectives in compliance with departmental policies and coordinates and integrates services provided;

Confers with Institute staff to improve coordination of all services to residents and families;

Evaluates social service programs in terms of meeting the psychological and social needs of patients;

Supervises and directs the ordering of supplies and equipment to ensure that proper levels of supplies are kept on hand in support of patient services;

Participates with other staff administration, medical staff, patients and families to the social service program;

Provides assessment, treatment and crisis intervention for patients and handles emergencies in the absence of assigned staff;

Keeps abreast of developments in patient care in general and the medical social work field in particular.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern principles and techniques of social work; thorough knowledge of the psychological and emotional needs of geriatric residents; good knowledge of Federal, State and local regulations relating to mental health, health and welfare activities; good knowledge of community health and social resources; knowledge of the theory and principles of continuous quality improvement; ability to manage a social work program in a long-term care setting; ability to supervise and evaluate the work of professional social workers; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to establish and maintain successful relationships with physicians, service directors, staff and patients; ability to conduct in-service training programs; initiative; tact; emotional maturity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an accredited school of social work with a Master's Degree* in Social Work and five years of professional social work experience, three of which involved supervisory and administrative experience, and two of which must have been gained in a health care facility or nursing home.

SPECIAL REQUIREMENT: Possession of a valid license and current registration, issued by the New York State Education Department, as a Certified Social Worker.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.