

SUPERVISOR OF MEDICAL SOCIAL WORK

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Social Work, an incumbent of this class provides clinical and administrative supervision to professional social work staff and other subordinate staff in assigned services or units in conducting psychosocial assessment and treatment, crisis intervention, and discharge planning, within the context of a multi-disciplinary team. Responsibility also involves evaluating and developing assigned subordinate staff; coordinating the functions of the social work staff; implementing the policies and procedures of the Social Work Department; planning and controlling the social work function on assigned units and services; and developing and implementing continuous quality improvement activities on assigned units. Supervision is exercised over a number of professional staff, social work students and other support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Organizes and delegates clinical operation tasks including case flow, medication, patient charts, equipment, maintenance, etc., to ensure the delivery of optimal patient care;

Provides individual case supervision to subordinate professional social work staff, on a regular or as needed basis, in preparing psychosocial assessments, treatment and discharge plans and in the performance of psychological counseling, and evaluates the effectiveness and outcome in case review sessions;

Coordinates staff activities with other disciplines in the units to which they are assigned to determine case disposition, patient progress, treatment goals, and possible new approaches for difficult cases;

Conducts annual and probationary performance appraisals for assigned staff;

Develops and implements utilization review and continuous quality improvement activities to ensure compliance to hospital and regulatory standards;

Conducts periodic chart reviews to ensure the timeliness and appropriateness of social work intervention on assigned units;

Supervises, trains, and evaluates professional social work staff, providing in-service training to social work staff and other disciplines on an assigned or as needed basis;

Participates in the preparation and implementation of standards for regulatory surveys by the Department of Health and JCAHO;

Develops contacts and resources for patient referral of needed services in discharge planning and after-care;

Assists in the formulation and implementation of clinical goals and/or objectives for the unit;

Interprets, administers and implements departmental policies and procedures;

EXAMPLES OF WORK: (Illustrative Only)

Participates in departmental budget preparation;

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

Compiles and analyzes data to assist in planning, controlling and monitoring the activities of the division;

Attends administrative and clinical meetings on assigned units;

Participates in assigned hospital committees as appointed, representing the Social Work Division;

Carries out special assignments as assigned by the Director of Social Work;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles and practices of social work; thorough knowledge of the health care delivery and reimbursement systems; thorough knowledge of regulatory requirements governing acute care hospitals and after-care agencies; thorough knowledge of the nature and causes of developmental disabilities, social maladjustment, and medical and mental illness, and their psychosocial impact on patients and families; knowledge of the theory and principles of continuous quality improvement; knowledge of management information systems and their use in a health care setting; familiarity with available community resources; ability to manage a social work program in an acute, long-term care setting; ability to supervise and evaluate the work of professional social workers; ability to establish and maintain effective working relationships; ability to conduct interviews to obtain social and medical information necessary to perform diagnostic evaluation; ability to analyze and summarize psychosocial information; ability to observe for the purpose of analysis and treatment; ability to communicate effectively both orally and in writing; ability to work and relate to a wide variety of people, both professional and lay; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; tact; sound professional judgment; integrity; emotional maturity; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, as a Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW), and five years of professional social work experience* in a health care setting.

SPECIAL REQUIREMENT: Must maintain a valid license and current registration, issued by the New York State Education Department, as a Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) throughout the course of employment.

*NOTE: Experience gained prior to obtaining one of the required New York State licenses will be considered if it was gained subsequent to obtaining an approved Master of Social Work degree.

*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.