

SUPERVISOR OF PSYCHIATRIC SOCIAL WORK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents in this class provide clinical and administrative supervision to professional social work staff and other subordinate staff in conducting psycho-social evaluation and treatment of the mentally or developmentally disabled in a multi-disciplinary treatment team setting including social workers, psychiatrists, psychologists, psychiatric nurses and other support staff. Responsibility also involves evaluating and developing assigned subordinate staff, coordinating the functions of the social work staff, implementing policies and procedures of the Social Work Division, and developing and implementing continuous quality improvement activities. Supervision is exercised over Psychiatric Social Workers, Community Workers, social work students, and other 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;

Supervises and conducts intake evaluations of prospective patients to ascertain patient history and pertinent background, and to schedule appropriate treatment within the area of responsibility;

Provides supervision and consultation to professional staff individual, family and group therapy in treating diagnosed patient problems and conditions, and evaluates the effectiveness and outcome in case review sessions;

Confers with staff members of other disciplines on the treatment team to determine case disposition, patient progress, treatment goals and possible new approaches for difficult cases;

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

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

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

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

Performs supportive work with family members of patients;

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;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Interprets, administers and implements departmental policies and procedures;

Participates in departmental budget preparation;

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;

Develops and oversees a training practicum for graduate social work students;

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

Attends meetings and conferences, and keeps abreast of latest developments in the field of social work;

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

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

May carry a small caseload;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles and practices of social work; good knowledge of the nature and causes of developmental disabilities, social maladjustment, and mental illness; good knowledge of health care delivery and reimbursement systems; good knowledge of regulatory requirements governing acute care hospitals and after-care agencies; knowledge of the theory and principles of continuous quality improvement; familiarity with available community resources; ability to supervise and evaluate the work of professional social workers; ability to conduct interviews to obtain social and medical information necessary to perform diagnostic evaluation; ability to analyze and summarize psycho-social 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 judgment; physical condition commensurate with the requirements 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.

SUBSTITUTION: Possession of an R-Psychotherapy privilege may be substituted for three years of the required experience.

*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.