

SUPERVISING CLINICAL SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving the supervision of services in a community mental health program. Work is performed under the general direction of the Mental Health Clinic Director with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over a multidisciplinary staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the intake and screening of new patients, evaluating and diagnosing the patient and the problem;
Provides individual, group and family therapy;
Participates in activities related to the overall goals and objectives of the Broome County Mental Health Department and other assignments as necessary;
Participates in the planning and development of policies and procedures;
Supervises interdisciplinary treatment teams;
Participates as a team member in conferences designed for diagnosis and treatment of patients;
Participates in informational and educational community activities to further community knowledge and the prevention of psychiatric disorders;
Refers cases to other agencies and coordinates treatment programs with other agencies;
May direct in-service training of other professionals and paraprofessionals;
Ensures that program policies and procedures and patient records comply with State and Department Regulations, Policies and Procedures;
Assists in the hiring of new staff;
Ensures that patient records comply with HIPAA, Medicaid and other insurance requirements for documentation;
Orients new staff to the policies and procedures of the Broome County Mental Health Department;
Provides administrative coverage for the Clinic as needed;
Acts as the Mental Health Commissioner's designee for the emergency mental health transport orders.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, methods, procedures and practices of Community Mental Health, of the functioning of community mental health facilities and the scope of services rendered and of community resources and how to use them effectively;

Thorough knowledge of the New York State Regulations governing his/her program; e.g. Office of Mental Health, Office of Alcoholism and Substance Abuse Services etc.;

Ability to work effectively with others;

Ability to work with computerized mental hygiene applications;

Ability to organize, direct and coordinate a variety of services;

Ability to provide effective, professional leadership;

Ability to plan and supervise the work of clinical staff;

Ability to organize and operate a program of training for new staff including interns/field work students;

Physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or university or one accredited by the New York State Board of Regents to grant degrees with a Masters degree in Social Work and Licensure as a Social Worker in NYS (LCSW);

And

Three years experience in a **Mental Hygiene program, one of which must have been in a supervisory capacity.

**Mental Hygiene includes areas such as Mental Health, Alcoholism Services, Substance Abuse Services, Mental Retardation and Developmental disability programs and related fields.