

ORANGE COUNTY CLASS SPECIFICATION

TITLE: STAFF SOCIAL WORKER **GRADE:** 16

TITLE ABBREVIATION: STAFF SOC WRK **TITLE NO.:** 6703

JURIS.CL: NC* **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** PR

DEPARTMENT: MENTAL HEALTH

SUPERVISOR'S TITLE: OUT PATIENT CLINIC DIRECTOR

*Approved as Non-Competitive for one year as part of the HELP Program 9/25/23 - 9/24/24)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing social work to help patients with social, emotional and related difficulties. The work is performed within prescribed professional standards with considerable latitude permitted in formulation of treatment plans and methods, and administration of therapy. Work is performed under the general supervision of a designated supervisor and may involve supervision of Senior Caseworkers (Mental Health) assigned to a specific unit. Incumbent may be required to work evenings or weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the intake and screening of new patients, evaluating and diagnosing the patient and problems;

Participates as a team member in individual, group and family therapy;

Provides social work services to help patients adjust to their disabilities and social environment;

Acts as liaison with community agencies to coordinate various activity and treatment programs for patients;

Compiles case studies with appropriate data from various sources such as professional staff and patients' families to establish an overall approach to the solution of patients' mental and social problems;

Attends case conferences to plan, with the community mental health team and community agencies, patients' treatment and rehabilitation program;

Conducts home visits for patients as needed;

Maintains information on community and health resources which can be utilized during the patient's care and subsequent discharge;

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Participates in the process of transfer of patients to other levels of treatment as appropriate;

May supervise the work of Senior Caseworkers assigned to a specific program or component of a clinic, providing clinical consultation, coordination of schedules, assignments of cases and approval of leave requests;

May be assigned to act as a Team Leader overseeing the work of professional staff;

Maintains records and prepares reports as required;

May supervise social work students participating in field placement work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the theory, practices and procedures of social work; good knowledge of theory, diagnosis and treatment of mental and adjustment disorders; good communication skills both orally and in writing; ability to organize and coordinate work effectively; ability to interpret federal, state and local laws affecting mental health programs; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a professional license and current registration as a Licensed Clinical Social Worker issued by the New York State Education Department.

NOTE: Must possess the ability to fulfill the travel requirements of field assignments.

REVISED: 09/25/23 AT