

## **SUPERVISING CLINICAL SOCIAL WORKER**

**JOB CODE:** 2501  
**LOCATION:** Tioga County Mental Hygiene Department  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA - Grade XVIII Article 3, Section B  
**ADOPTED:** Revised 2/98; 5/00, 6/07, 8/09, 10/11 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work involving responsibility for supervising the activities of professional and paraprofessional staff, and in providing psychiatric care to program patients to aid in prevention, treatment and rehabilitation of mental illness. The incumbent performs a variety of activities as part of a multi-disciplinary team and may provide training to other staff and carry a small therapy caseload of assigned clients. Wide latitude is permitted in determining the scope of work to be performed within prescribed guidelines in helping the patient adjust to an old or new environment. Work requires the responsibility for independent action and programming and involves the supervision of subordinate clinical social workers and other assigned staff. The work is performed under the general supervision of a Clinical Program Director. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Supervises and participates in the assessment, diagnosis and comprehensive treatment planning of clients;
- Provides and participates as a team member in individual, group and family psychotherapy;
- Provides direct clinical and administrative supervision of professional and other staff;
- Coordinates informational and educational community activities to further community knowledge and of the prevention of psychiatric disorders;
- Participates in long range planning toward the development of mental health, chemical dependency, and/or MICA programs;
- Participates in the development and implementation of agency policies and procedures;
- Oversees written communication of subordinates to other agencies (ex. Courts, schools, DSS);
- Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies;
- Directs in-service training of other professionals and para-professionals, relating the contributions that social work can give to an interdisciplinary treatment team;
- Provides direct clinical assessment and intervention to a small caseload of clients;
- May supervise a unit within a larger program.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles, methods, practices and procedures of social work and of the social factors affecting individuals' mental health and disability; working knowledge of the current edition of the Diagnostic and Statistical Manual of Mental Disorders; ability to organize, direct and coordinate the psychiatric social work services in a mental hygiene program; ability to prepare technical and informational data for administrative use; ability to analyze and evaluate reports of staff workers and make sound decisions, ability to provide professional leadership of a high order; ability to plan and supervise the work of the clinical social work staff; ability to organize and operate a program of training for new clinical social workers and students in social work; good knowledge of agency policies and Mental Hygiene Law; ability to work effectively

with others; ability to independently deal with clients in highly stressful situations with poise and compassion; ability to interpret federal, state and local laws affecting the medical and health programs; confidentiality; discretion; tact and courtesy, sensitivity, empathy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

OPEN COMPETITIVE

Possession of a professional license and current registration, issued by the New York State Education Department, as either a Licensed Clinical Social Worker (LCSW) or Licensed Master Social Worker (LMSW) **AND** three (3) years of years of post-graduate full-time paid experience or its part-time equivalent in providing social work services or counseling to clients, one (1) year of which must have involved the supervision of social work staff.

PROMOTIONAL

Possession of a professional license and current registration, issued by the New York State Education Department, as either a Licensed Clinical Social Worker (LCSW) or Licensed Master Social Worker (LMSW) **AND** permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in any Tioga County department, municipality, or school district and must have served continuously in the competitive class on a permanent basis for **six (6) months** as a **Senior Clinical Social Worker**, **OR twelve (12) months** as a **Clinical Social Worker** preceding the date of the written test.

\* **SPECIAL NOTE:** If appointed within Alcohol and Drug Services, the incumbent is expected to have experience in the treatment of chemical dependency.