

## **SENIOR PSYCHIATRIC SOCIAL WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class supervises one of the community mental health service programs such as children's services, adult services or the crisis unit and independently provides a full range of psychotherapy, counseling and social work services to program clients. The clinical work is performed independently with wide leeway allowed the employee for the exercise of independent judgment and initiative. Clinical supervision and guidance is received from more experienced or more highly trained clinicians at regularly scheduled sessions and on request. The administrative duties are performed under general supervision of the Director of Community Mental Health Services or other administrative official in accordance with defined departmental policies and procedures. The employee exercises administrative supervision over all program personnel. The employee exercises clinical supervision over less experienced and trained program clinicians. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans, directs and coordinates the activities of a major segment of mental health services;

Provides direct client treatment including individual, group and family counseling, individual and group psychotherapy and social work services;

Conducts program staff meetings in order to explain administrative policies and procedures, resolve staff problems and provide clinical supervision;

Evaluates and reports on staff performance;

Assists the Director in the formulation of department operational plans, policies, procedures and budget;

Consults to other agencies in areas where the employee has developed a specialty;

Establishes and maintains liaison with internal and external agency personnel in order to coordinate and maximize delivery of care;

Represents the department to other agencies as assigned;

Gives presentations and lectures on mental health issues;

Gathers information on community needs in order to identify areas where services could best be focused;

Reviews case reports from subordinate clinicians, identifies problem areas and discusses same with clinician;

Assigns cases to staff;

Prepares reports of a narrative and statistical nature as well as general correspondence;

Maintains records;

Receives in-service training and keeps abreast of new developments in the mental health field.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of the causes, effects and symptoms of drug abuse, alcohol abuse and mental illness, and of counseling and psychotherapeutic techniques to treat those affected; comprehensive knowledge of area mental health, medical, legal, vocational and social service providers and other available community resources; and ability to effectively utilize these resources in an overall psycho-social approach to treating the client; ability to plan, direct, coordinate and evaluate the work of others; ability to establish and maintain a rapport with a variety of other service providers; ability to establish and maintain effective working relationships with other agency staff; ability to establish and maintain a rapport with mental health clients and their families; ability to collect and evaluate information relative to the needs in the community for mental health services; ability to maintain records and prepare narrative reports, statistical reports and general correspondence; ability to prepare and deliver interesting and informative talks on mental health issues; willingness to participate in and benefit from in-service training; willingness to keep abreast of new developments in the mental health field; sound professional judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Doctoral Degree in Social Work from a regionally accredited or New York State registered college or university; **OR**
- B. Possession of a Master's Degree in Social Work from a regionally accredited or New York State registered college or university and three (3) years of experience providing psychotherapy services to clients of a community mental health agency, two (2) years of which must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY  
6450 SR PSW  
Classification: Competitive  
Grade: 19  
Union: CSEA

Adopted: March 12, 1982

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