

ASSISTANT DIRECTOR, PUBLIC HEALTH SOCIAL WORK (ADULT SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving responsibility for providing assistance in planning, implementing and directing the various adult public health social work programs administered by the Department of Health (e.g. Family Health Services, Ryan White Title I and II, HIV Reporting, Prenatal Clinic, Chest Clinic). The work is performed under the direction of a higher-level administrator and supervision is provided to professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in planning and implementing adult social work programs administered by the Department of Health;

Performs various administrative duties with respect to programs serving adults;

Prepares policy and procedures manuals, guides, correspondence and informational material;

Ensures that adult programs are in compliance with New York State and Federal regulations (e.g. auditing records for documentation and adherence to mandated time frames, monitoring the appropriateness of services being provided, etc.);

Supervises clinic social workers as well as the staff of the infectious disease unit, the prenatal clinic, chest clinic and other clinics as needed, by overseeing written entries into patient charts, case conferencing, problem-solving and collecting statistical information;

Provides training for new staff, and on-going in-service training for departmental staff;

Prepares or assists in the preparation of written and oral material on social work adult programs;

Prepares data reports for local and New York State requirements;

Represents the Department of Health at conferences and attends local and regional meetings;

Develops and implements Quality Assurance protocol for Infectious Disease charts;

Provides guidance to providers and community organizations regarding program services in accordance with State regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the public health social work problems and needs of adults; good knowledge of current social work practice, public health programs and legislation; good knowledge of community organization and resources, especially as they pertain to adult social work programs; good knowledge of the public health social work needs of adults; good knowledge of supervisory principles; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex written material; ability to prepare complex technical written material related to public health social work programs.

MINIMUM QUALIFICATIONS:

1. A Master's degree in Social Work, Public Health, or comparable curriculum, and two (2) years of post-graduate experience in a health or mental health setting, one year of which must have been in supervision, administration, consultation or program oversight and one year of which must have included the provision of professional services (e.g. mental health, social work, health) to adults as a major function of the job; and,
2. Possession of a license and current registration as a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education.

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SPECIAL REQUIREMENT: Must maintain license and current registration as a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education throughout the course of employment in this title.

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Competitive