

PSYCHIATRIC SOCIAL WORKER III

DISTINGUISHING FEATURES OF THE CLASS: This is professional social work involving responsibility for directing a psychiatric treatment program and for the provision of clinical social work services in difficult or complex cases. The work is performed under the direction of a higher-level mental health professional, and in accordance with applicable laws, rules and regulations. Supervision is provided to professional and technical staff.

TYPICAL WORK ACTIVITIES:

Oversees day-to-day activities of psychiatric treatment programs;
Provides treatment to special client groups;
Reviews social psychiatric histories of patients and their families to assure the appropriate treatment plans;
Leads and participates as a team member in conferences designed to diagnose and treat patients;
Supervises and may participate in a the treatment of cases of a highly complex and difficult nature;
Intervenes, when required, in cases where patient or family is in crisis;
Meets with family members and others concerned to determine effectiveness of treatment plans;
Provides supervision and training to other professionals;
Oversees the recording of intake and evaluation summaries, progress notes, treatment summaries, Medicaid reports, discharge summaries, etc. in order to assure compliance with applicable rules and regulations;
Oversees and participates in the certification of patients for treatment with insurance carriers to assure appropriate and timely payment, and ensures that fees for services are properly set and collected;
Meets with other team supervisors and staff members to coordinate administrative practices and procedures;
Attends professional meetings;
Supervises the preparation of a variety of reports;
May meet and consult with community organizations and facilities in order to promote sound and effective preventive and treatment policies and practices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, methods, procedures and practices of psychiatric social casework; thorough knowledge of the nature and cause of mental illness, including chemical dependency; thorough knowledge of therapeutic and treatment methods applicable to psychiatric social work; thorough knowledge of community resources and the effective use thereof; ability to organize, direct and coordinate a program of psychiatric social work services; ability to provide professional leadership; ability to plan and supervise the work of other professionals and para-professionals; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

(over)

MINIMUM QUALIFICATIONS: A Master's degree in Social Work and possession of a valid license and current registration as an LCSW (Licensed Clinical Social Worker) issued by the New York State Department of Education and three (3) years of professional social work experience, at least one (1) year of which must have been in an administrative or supervisory capacity.

SPECIAL REQUIREMENT: Must maintain license and registration as a LCSW issued by the New York State Department of Education throughout the course of employment in this title.

PROMOTION: One (1) year of permanent status as a Psychiatric Social Worker II or any equivalent parenthetical designation established for the title Psychiatric Social Worker II (e.g. Psychiatric Social Worker II (Spanish-Speaking)).