

**SUPERVISING SOCIAL WORKER**  
**(Community Mental Health)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work involving responsibility for administering and supervising the psychiatric social work services of a community mental health/mental retardation center (program). The work includes wide responsibility for independent action and programming and involves the supervision of subordinate social workers. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Participates in the intake and screening of new patients (meaning an evaluation in all areas except psychological and medical); Participates in individual, group and family therapy; Participates as a team member in conferences designed for diagnosis of and treatment of patients; Participates in informational and educational community activities to further community knowledge and the prevention of psychiatric disorders; Works with other professionals and non-professionals in exploring the community to find individuals who need treatment but are unable or unwilling to seek treatment; Participates in long range planning toward the development of better mental health programs; Participates in planning strategies to stimulate interest in this prevention and detection on mental illness including collaboration with other social service, family programs, aftercare and referral systems in participation with other professionals and non-professionals; Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies; May direct in-service training of other professionals and para-professionals, relating the contributions that social work can give to an interdisciplinary treatment team.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the principles, methods, procedures and practices of psychiatric social work, of the functioning of community health facilities and the scope of services rendered, and of community resources and how to use them effectively; Ability to prepare technical and informational data for administrative use; Ability to provide professional leadership of a high order; Ability to analyze and evaluate reports to staff workers and make sound decisions; Ability to plan and supervise the work of the psychiatric social work staff; Ability to organize and operate a program of training for new psychiatric social workers and students in psychiatric social work, Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Three years of fulltime paid social work experience in a community mental health program AND
- B. One additional year of fulltime paid experience involving the supervision of one or more persons engaged in social work AND
- C. Must qualify for the licensed clinical social worker.

**SPECIAL REQUIREMENTS:** Must possess a professional license and current registration, issued by the New York State Education Department, in Licensed Clinical Social Work (LCSW) at time of appointment.

Revised 4/30/97; 4/13/99; 1/25/05; 3/11/05; 12/1/22; 12/19/22

Reviewed 6/7/11