

# PSYCHIATRIC SOCIAL WORKER

**Department: Human Services**

**Classification: Competitive**

**Specification Number: 1830**

**Approved: 10/5/21**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's Degree in Social Work, including one (1) year of study in a psychiatric setting.

**NOTE:** One (1) year of experience as a psychiatric social worker may be substituted for the above year of study in a psychiatric setting.

## **NECESSARY SPECIAL REQUIREMENTS**

Certification as Licensed Master Social Worker (LMSW) or a Licensed Clinical Social Worker (LCSW) by the New York State Department of Education at time of appointment. Certification must be maintained throughout employment in this title.

At the time of appointment, and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their capacity to meet the transportation needs of the job.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs professional psychiatric casework and/or psychotherapy, which can be performed in a mental hygiene outpatient clinic, emergency service team, or other appropriate setting. Knowledge of specialized casework techniques such as individual, group, family, play therapy and case management is required to accomplish the goal of rehabilitation and adjustment of mentally ill and/or chemically dependent persons. The work is concerned primarily with patients having serious mental, emotional and behavior problems and/or chemically dependent persons who therefore present special adjustment problems. The incumbent works closely with psychiatrists, psychologists and other health professionals in treatment planning, but is expected to work with limited supervision, exercising a considerable amount of judgment and initiative, especially in determining the appropriateness of the psychiatric services for applicants at intake. Supervision is received from a professional supervisor through review of case records and reports, and individual and staff conferences. Employees in this class who provide clinical services must be supervised by a Licensed Clinical Social Worker (LCSW). Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Interviews patients, their relatives and other interested persons;
- Evaluates applicant's needs during intake and refers applicants whose needs cannot be met by the program to the proper agency;
- Provides direct psychotherapy to patients, including emergency services;
- Determines applicant's ability to pay for psychiatric services, discusses fees with applicant and sets fees at proper level;
- Participates in conferences with psychiatrists, psychologists and other professionals to discuss diagnoses and treatment of patients;
- Performs casework and case management services with patients, relatives and collateral persons;
- Works with community, professional and civic organizations toward the development of a better mental health program;
- Prepares case records;

May provide outreach services, including individual, youth and family counseling, in non-clinical settings.

**KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

Thorough knowledge of the principles, methods and practices of psychiatric social work; thorough knowledge of the functioning of mental hygiene out-patient services; thorough knowledge of the social and psychological aspects of mental disease, mental retardation, developmental disabilities, chemical dependency and of modern treatment methods; good knowledge of community resources and how to use them effectively; ability to develop and maintain cooperative relationships with patients, colleagues, patients' families, physicians and social agencies; ability to prepare comprehensive case work and treatment records; ability to express oneself clearly and concisely, both orally and in writing; ability to analyze information and reach sound conclusions; patience; good judgment; physical condition commensurate with the demands of the position.