

## **PSYCHIATRIC SOCIAL WORKER**

**GENERAL STATEMENT OF DUTIES:** Performs professional psychiatric social work services in the operations of the Herkimer County Mental Health or Public Health Departments.

**DISTINGUISHING FEATURES OF THE CLASS:** Work of this class involves responsibility for the provision of professional psychiatric social work services to patients at a mental health and/or alcoholism/substance abuse center or psychiatric out-patient clinic or Public Health, therapeutic activities, consultation, and other services related to the agency's programs. Work is performed in accordance with established rules, regulations, and the standard practices of the profession with considerable latitude for the exercise of independent professional judgment in individual cases. General supervision is received from the Director, who reviews work through conferences and staff meetings.

**ILLUSTRATIVE EXAMPLES OF WORK:**

- Provides therapeutic, and consultative services to individuals, couples and families involving varied diagnostic categories and treatment modalities;
- Participates as a team member in program planning and treatment planning for individual cases;
- Participates in the planning and implementation of education and training programs;
- Acts as a consultant to schools, social service agencies, health-related organizations, probation personnel, and other groups and agencies;
- Participates in the preparation of, and maintains, required reports, case records, and similar documentation;
- Performs related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Considerable knowledge of the principles, methods, procedures, techniques, and practices of psychiatric social work. Considerable knowledge of the functioning of psychiatric out-patient clinics, and of community resources as they relate to the care and treatment of the mentally ill. Ability to participate in the formulation of effective treatment plans. Ability to establish, maintain, and terminate a therapeutic relationship with patients. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with others. Ability to maintain records and prepare reports.

**ACCEPTABLE TRAINING AND EXPERIENCE: Either:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work and two years of subsequent experience in psychiatric social work or counseling in a mental health, alcoholism/substance abuse or related setting; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Mental Health Counseling, Psychology, Human Services, or related field and currently licensed as a Licensed Mental Health Counselor (LMHC) or with a Permit to Practice Mental Health Counseling by the New York State Education Department and two years of subsequent experience list in (A) above.

This position may be designated as a trainee position, whereby a candidate who has completed an approved graduate program in a school of social work may receive a permanent appointment as a Psychiatric Social Worker upon satisfactory completion of one year of service as a trainee under the supervision of fully credentialed staff of the agency.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Eligibility for examination for licensure as a Licensed Master's or Clinical Social Worker by the State of New York Department of Education. Failure to qualify in the examination and/or to complete the application process will prohibit further employment in this position.

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2. In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists. If you are appointed and subsequently listed as an excluded individual or entity on any of these lists you may be terminated from your employment.

3. If appointed you may be required to become an enrolled Medicare provider; obtain and provide to your employer a National Provider Identifier (NPI) number issued by the National Plan and Provider Enumeration System (NPES); and otherwise actively participate to the degree necessary to allow your services to be billed through Medicare and Medicaid. If you are appointed and lose the ability to bill through Medicare and Medicaid, you may be terminated from your employment.

4. Continued employment as a Psychiatric Social Worker is dependent upon current licensure and registration by New York State as a Licensed Clinical Social Worker. Loss of licensure and registration may result in removal from employment.

Competitive Class

Updated 9/9/2008 Personnel Officer

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