

# LICENSED SOCIAL WORKER

(Community Mental Health)

DISTINGUISHING FEATURES OF THE CLASS: The Incumbent provides social work services to patients of Community Mental Health/Mental Retardation facility; does related work as required. These duties require the performance of social work in helping patients with social, emotional, and related difficulties associated with their disability. The work is performed within prescribed routines with some leeway permitted in determining the scope of work to be performed in helping the patient to adjust into his old or new environment. The Staff Social Worker functions under the direction of a Supervising Social Worker who may define or limit the work to be performed. Employees in this class are expected to meet with professionals or agencies in or outside the community to obtain assistance and guidance for patients. A Staff Social Worker does related work as required.

## TYPICAL WORK ACTIVITIES:

- Participated in the intake and screening of new patients, evaluating and diagnosing the patient and problems;
- Participates as a team member in individual, group, and family therapy;
- Provides social work services to help patients adjust to their disabilities and social environment;
- Refers clients to other governmental and non-governmental agencies;
- Coordinates various activity and treatment programs with other social agencies;
- Compiles case studies, recording pertinent information;
- Plans with the community mental health team and with community agencies to relate the patient's treatment and rehabilitation program to his social situation prior to his discharge;
- Collects and maintains appropriate data from various sources such as professional staff and patients' families to establish an overall approach to the solution of patients' mental and social problems;
- Maintains information on community and health resources which can be utilized during the patient's care and subsequent to his discharge;
- Participates in the process of transfer of patients to other levels of treatment as appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES AND PERSONAL CHARACTERISTIC'S: Thorough knowledge of the practices and procedures of social work and of the social factors affecting disease and disability; the ability to organize work effectively; the ability to interpret federal, state, and local laws affecting the medical and health programs; and the ability to prepare reports.

## MINIMUM QUALIFICATIONS:

A) Possession of a license issued by the New York State Department of Education, to practice as a Licensed Master Social Worker or as a Licensed Clinical Social Worker as defined in New York State Education Law § 7701, 7702, 7703,7704;

OR

B) Possession of a limited permit to practice Licensed Clinical Social Work or Licensed Master Social Worker as issued by the New York State Department of Education § 7705.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/12/73  
Revised: 6/10/74  
Revised: 3/ /09  
Retilited: 3/ /09

Agreed to by the Municipal Service Division and the Department of Mental Hygiene, Division for Local Service.