

PROGRAM DIRECTOR FOR CHILD AND FAMILY SERVICES

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 program. The work includes wide responsibility for independent action and programming and involves the supervision of subordinate social workers. The work is performed under general supervision with wide leeway in carrying out the details of the work. Supervision is exercised over professional social workers and clerical support staff. A Program Director for Child and Family Services does related work as required.

TYPICAL WORK ACTIVITIES:

- Participates in the intake and screening of new patients (making 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 psychological disorders;
- Participates in team visits to patients' homes;
- 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 campaigns to stimulate interest in the prevention and detection of mental illness including storefront collaboration with other social services, home visiting, 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 professional and para-professionals, relating the contributions that social work can give to an inter-disciplinary treatment team.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, methods, procedures, and practices of psychiatric social work, of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively; ability to work effectively with others; ability to organize, direct, and coordinate the psychiatric social work services in a psychiatric clinic; 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 of 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 sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either

A) Current certification or limited permit to practice social work in the State of New York,

OR

B) Current licensure, or limited permit to practice Mental Health Counseling for the State of New York as issued by the NYS Education Department.

AND

Have at least two (2) years of full-time paid, or its part-time equivalent, social casework experience and one additional year of paid full-time experience involving the supervision of one or more persons engaged in social casework.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/26/02

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