

CLINICAL SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of social work in helping patients with social, emotional and related difficulties associated with their disability. 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 their old or a new environment. A Clinical Social Worker functions under the direction of higher level staff who may define or limit the work to be performed. Employees in this class are expected to meet with professionals of agencies in or outside of the community to obtain assistance and guidance for patients. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the intake and screening of new patients;
Evaluate and diagnose patients;
Provides individual, group and family therapy;
Provides social work services to help patients adjust to their disabilities and social environment;
Refer clients to variety of programs, services and agencies;
Coordinate treatment and services with other social agencies;
Maintain case records and data in accordance with departmental policy using manual processes and computer programs;
Plans with the community mental health team and with community agencies to match the patient's treatment and rehabilitation program to their social environment;
Collects and maintains pertinent data from various sources (e.g. professional staff and patients' families) to establish an overall approach to treatment and service delivery;
Maintain information on community and health resources to enhance patient care;
Participates in the process of transferring of patients to other levels of treatment as appropriate and necessary;
Research, develop, and lead educational groups for patients.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures of social work and of the social factors affecting disease and disability;
Ability to organize work effectively, and articulate ideas clearly;
Ability to interpret Federal, State and local laws affecting medical and health programs;
Ability to prepare reports, and communication effectively through writing;
Ability to think analytically while relating empathetically to a variety of people;
Ability to operate a personal computer for entry and removal of data and records;
Preparation of reports and scheduling;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A Master's Degree in social work from a graduate school of social work approved by the State Department of Education and possession of a professional license and current registration, issued by the New York State Education Department, as a Licensed Clinical Social Worker (LCSW).