

# **Senior Psychiatric Social Worker (Promotional) Tompkins County**

**Department:** Mental Health Department  
**Classification:** Competitive  
**Labor Grade:** White Collar grade 17  
**Approved:** Position Conversion 04/17  
**By:** AG, Commissioner of Personnel

## **PROMOTION QUALIFICATIONS:**

This promotional opportunity is limited to current employees of the Tompkins County Whole Health Department. The applicant must currently hold, and have continuously held, at least one year (12 months) of competitive class status in the titles of Licensed Clinical Therapist, Staff Social Worker or Forensic Counselor at Tompkins County Whole Health. All applicants must possess a valid New York State Certified Social Worker (LCSW) or Mental Health Counselor (LMHC) license and current registration at the time of application and maintain such license and registration for the duration of employment.

## **Anticipated Eligibility:**

Candidates who have successfully completed all required certification requirements and are waiting for formal confirmation or issuance of certification by the state are eligible for appointment under anticipated eligibility. Full certification must be received within 12 months of appointment and must be maintained throughout employment in this title.

## **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

All applicants must possess a valid New York State Certified Social Worker (LCSW) or Mental Health Counselor (LMHC) license and current registration at the time of application and maintain such license and registration for the duration of employment.

All applicants are required to possess a valid New York State Driver's License at the time of application and maintain such license for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional supervisory clinical position involving responsibility for oversight and supervision of a select specialty unit and group of staff within a larger Clinical Program. In addition to the unit oversight and staff supervision, the work involves responsibility for providing skilled psychotherapy to clinic patients to aid in prevention, treatment and rehabilitation of mental illness. The employee serves as part of a multi-disciplinary team. The employee carries a therapy caseload and provides direct clinical care, as well as psychotherapy services to individuals, families and groups, many of whom are high risk clients. As a result, the incumbent would need to possess a high level of interpersonal skill and understanding in order to counsel and clinically treat emotional or psychological problems or illnesses. The employee provides direct clinical care at a 50% caseload assignment. The work is performed under the general supervision of a Clinical Supervisor or Clinic Director and exercises considerable autonomy and independent judgment. Internal contacts are across divisions of the Clinical Program and require professional collaboration. External contacts are with professional associates and involve the development, and delivery of client services. The employee is responsible for supervising a single work unit, section, activity or work group. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Provides clinical supervision of specialty group/s and in supervision of cases that require increased expertise in areas of complex needs;
- Assists the Clinic Supervisor or Director with general administrative program functions;
- Coordinates referrals; documents referral sources and client information; reviews service eligibility and documents services needed, requested and provided;
- Assigns and monitors clinical caseloads to facilitate distribution of the workload, appropriateness of assignments, staff efficiency, and appropriate time management;
- Assists in gathering data and analyzing the effectiveness of the specialty group/s activities and programs;
- Coordinates and assists in the assignments and activities of the team to ensure quality of service;
- Assesses training program needs and shares the information with Clinic Supervisor or Director;
- Coordinates services with other service providers and other professionals;
- Maintains a 50% caseload for clients in the Clinic;
- Assists in the planning, implementation and coordination of new clinical staff or intern orientation related to the specialty program/s;
- Assists in planning, implementation, coordination and evaluation of the specialty group/s assigned.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current mental health clinical practice where applicable;
- Thorough knowledge of the principles, practices and techniques of supervision;
- Thorough knowledge of dual diagnosis treatment;
- Working knowledge of the organization of community facilities and resources;
- Skill in the application of current clinical procedures and techniques of client care;
- Ability to plan and coordinate clinicians for the specialty clinical program/s assigned;
- Ability to supervise clinical personnel with general oversight and support from Clinic Supervisor or Director;
- Ability to communicate effectively orally and in writing and to establish and maintain cooperative working relationships;
- Ability to perform duties in accordance with Professional expectations; The employee must have the ability to perform duties in accordance with NYS OMH regulations.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position;
- Empathy for persons with emotional and mental health problems;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

##### **Physical:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen or otherwise be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. The employee's ability to communicate (verbal or written) must be sufficiently adequate to enable them to understand and carry out detailed instructions. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. In respect to the physical demands of this position, there may considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role.

As a result, the job could require a moderate level of visual effort. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill or otherwise demonstrate the ability to meet the requirements of the job. The risk of personal injury is minimal to moderate.

##### **Mental:**

Mental factors include the ability to multitask and prioritize. The employee will need to be able to synthesize program requirements into quality care services for clients affected by behavioral health issues. Mental focus and the ability to offer calm leadership during a crisis is required. The employee will need the aptitude to understand both regulatory requirements and clinical care decisions.

The employee must possess a solid intellect and a good memory. It is necessary for an employee to keep track of a lot of client details. He or she must have the ability to concentrate and make fine discriminations. This work involves repeated and continuous exposure to distressing human situations.

**Environmental:**

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. The work can occasional result in moderate exposure to disagreeable conditions. The employee may occasionally work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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