

PSYCHIATRIC SOCIAL WORKER SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Administers a psychiatric social work program.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Administers a psychiatric social work or mental health program.

Plans, schedules, and conducts case conferences with other disciplines, such as psychiatry, medicine, psychology, nursing, special education, child care, and recreation for diagnostic formulation, treatment planning, review, and evaluation.

Supervises and participates in providing direct services to clients and their families.

Formulates policies, procedures and other program guidelines, initiates new programs as appropriate.

Conducts analysis of local program operation, and recommends and implements changes to improve effectiveness; identifies and recommends areas of programs and practices for research; participates in the collection, preparation, and analysis of research data.

Administers agency policies for personnel, training and safety.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of psychiatric social work.

Knowledge of basic personnel management principles and practices.

Knowledge of the dynamics of human behavior pertinent to diagnostic or treatment interviews.

Knowledge of the problems of personal and social adjustment within a psychodynamic framework.

Ability to supervise the work of others.

Ability to evaluate and determine appropriateness and extent of services needed relative to the program of the agency and the scope of services rendered.

Ability to make work decisions in accordance with program guidelines.

Ability to interpret and apply state plans, federal and local program laws and regulations and other program guidelines.

Ability to analyze and evaluate program plans and operations and make recommendations regarding policy and operational methods directed toward their improvement.

Ability to utilize relevant personality theory, casework methods, supervision and consultation in clinical social work practice.

Ability to function constructively under the pressures and risks involved in working with persons having complex social, physical, emotional and related problems.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in interviewing and development of diagnostically based treatment plans.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience as a Psychiatric Social Worker II or equivalent work, and graduation from a recognized school of social work with a Master's degree in psychiatric social work or related field that required a clinical practicum or internship; or

(B) Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES
Executive Director,
Civil Service Commission