

Class Concept

This is administrative and consultative work in directing social work programs in state institutions. Employees, administratively and/or professionally direct or coordinate a comprehensive social work program for an entire facility. Work involves the responsibility for program development and evaluation and long-range program planning for patient care-delivery and family services. Employees develop policies and standards to integrate the social work program with overall agency services and have significant community liaison/coordination with a variety of agencies relative to patient/client admissions and discharge placement. Employees consult with their staff to provide guidance and evaluation and to develop effective working relationships. Work is performed independently and is evaluated by a facility director, professional/medical services director or higher-level administrator through periodic reports and observation of work results.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of psychiatric and intellectual disability problems including their diagnosis and treatment.
- Considerable skill in planning, organizing and directing a comprehensive social work program.
- Considerable knowledge of community agencies, resources and placement facilities.
- Thorough knowledge of current social work principles, theories, methodologies and protocols.
- Thorough knowledge of techniques used in evaluating, assessing patients and families and developing appropriate treatment plans, placement and/or referrals.
- Ability to provide consultation to staff and other professionals.
- Ability to develop and maintain good working rapport with staff, associates, community agencies, patients and families.

Minimum Education and Experience

Master's degree in social work from an appropriately accredited institution and four years of social work experience, including two years in an administrative or supervisory capacity; or

Master's degree in a human services field from an appropriately accredited institution, and five years of social work experience, including two years in an administrative or supervisory capacity; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.