

Class Concept

This is administrative work in directing and overseeing social work programs in a state facility. Employees direct and coordinate a comprehensive social work program for an individual facility. Work involves the responsibility for program development and evaluation and long-range program planning for patient care-delivery and family services. Employees direct the development and delivery of social work services to the patient/client population of the facility. Employees supervise all Social Work staff (including professionals, students, interns and administrative), provide guidance and evaluation, and perform the full range of functions related to hiring, training, evaluating, and grievance and disciplinary processes. They develop and maintain effective working relationships among staff and with other professionals and clinicians of the facility. They are responsible for maintaining regulatory standards, quality assurance and licensure compliance. Work is performed independently and is evaluated by the facility director, professional/medical services director or higher level administrator through periodic reports and observation of work results.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of 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.
- Skill in providing training and consultation to staff and other professionals about social work.
- Skill in planning, organizing, supervising and directing a comprehensive social work program.
- Ability to develop and maintain a 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 two years of social work experience, including one year in an administrative or supervisory capacity; or

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