

SOCIAL SERVICE OCCUPATIONAL GROUP [249]**SUPERVISOR I (SOCIAL WORK)****General Statement of Duties and Responsibilities**

Under general supervision, with latitude for independent judgment and decision making, in a city agency, supervises a group of Social Workers providing psychosocial services in such settings as social service centers, public housing, prisons, health care facilities and shelters to individual clients/patients, or to families and/or other groups of adults/children, utilizing casework, group work and community organization methodologies; or performs difficult/complex program evaluation and planning work for the agency; or supervises program evaluation and planning work of ordinary difficulty; performs related work.

Examples of Typical Tasks

Supervises Social Workers, screens and assigns cases, schedules staff, reads and reviews staff work, and evaluates work performance.

Establishes and maintains professional social work standards of performance concerning interview techniques and methods and practices used in preparing clinical assessments, developing treatment plans, and in documenting case histories.

Guides Social Workers in exercising appropriate social work techniques, methods and practices.

Interprets clinical information based on case data, histories, statistics, etc; prepares and submits comprehensive reports of case findings including chronologies of medical data and social factors necessary to support recommended courses of action.

Conducts individual conferences and group discussions.

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Trains and instructs staff in agency policies and procedures.

Ensures compliance with accepted social work practices and principles and operational adherence to government rules and regulations; ensures that all cases of suspected child abuse or neglect are reported to the New York State Central Registry.

Participates in conferences on site and in other locations with supervisory/managerial personnel, other professionals (including physicians, psychiatrists, psychologists, and educators) and with representatives of government and non-government agencies.

Confers and consults with professional and technical personnel in developing and implementing a multi-disciplinary approach to client/patient care.

Interacts with professionals in other disciplines to determine and develop treatment plans, evaluate clients' progress, develop discharge and aftercare plans and recommend alternative action or treatment.

Serves as liaison with community agencies; researches, develops and facilitates the utilization of community resources.

Maintains controls; keeps records and prepares reports.

Appears and testifies at administrative and court hearings, as necessary.

May agree to supervise graduate Social Work students in their fieldwork placement.

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SUPERVISOR I (SOCIAL WORK) (continued)Qualification Requirements

A Master's Degree in Social Work from an accredited school of social work and one year of full-time satisfactory experience practicing social work utilizing one or a combination of casework, group work and community organization methodologies.

Certification/License Requirements

A valid Certified Social Worker (CSW) certificate or Licensed Master of Social Work license (LMSW) issued by the New York State Department of Education must be obtained within one year of the date of appointment. Employees who fail to obtain their CSW or LMSW within one year after appointment will automatically have their probationary periods extended for no more than six months. Failure to obtain the CSW or LMSW by the end of 18 months of service will result in dismissal.

Special Note

Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities has been the subject of a child abuse and maltreatment report. The agency has the discretion to assign a candidate who has been the subject of a child abuse and maltreatment report to a position with no child-care responsibilities.

Direct Lines of Promotion

From: Social Worker (52613)

To: Supervisor II (Social
Work) (52632)