

## DIRECTOR OF SOCIAL SERVICES - MRI

GENERAL STATEMENT OF DUTIES: Directs, coordinates and administers the Social Services Division of the Mental Retardation Institute; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class is responsible for planning, directing, administering and supervising the social work services of the Mental Retardation Institute as part of an interdisciplinary program involving training, service, outreach and research. Responsibility includes collaborating with administrators, medical staff and other department heads in planning Social Services participation in services, educational and reimbursement programs, and in formulating policies and procedures in accordance with the organization and philosophy of MRI. Supervision is exercised over a number of professional and student social workers, para-professional and clerical staff.

### EXAMPLES OF WORK: (Illustrative Only)

Contributes to the long range plan of the Institute and collaborates in the development of the Annual Work Plan, designing, monitoring and reporting on Social Work goals;

Organizes Social Work services and training programs and participates in the organization of other programs sponsored by the Institute, serving on standing and ad hoc committees as assigned;

Establishes and maintains standards of practice that are consistent with state-of-the-art services and training models in Social Work;

Assures appropriate certification and licensure of Social Work staff as well as compliance with regulatory agencies;

Assists in professional staffing for clinical services, designing roles, recruiting qualified candidates, setting criteria for evaluating competence and monitoring professional development;

Assists in the development of the MRI expense budget and the implementation of cost containment measures;

Contributes to the development of a revenue base, establishing and maintaining productivity norms in the assignment of clinical staff;

Collaborates with other faculty in the conceptualization and drafting of UAF grants and related applications, as appropriate;

Establishes affiliations with Graduate Schools of Social Work, and participates on committees, etc. so as to impact on curriculum development, educational standards and establish clinical practicums with the UAF;

Collaborates with other faculty in the development and evaluation of the Core Curriculum of the UAF;

EXAMPLES OF WORK: (Illustrative Only)

Develops the Social Work component of the Core Curriculum and specialty tracts, as indicated;

Plans, implements and evaluates the experience of Social Work long and short-term trainees;

Contributes to didactic components of university curriculum, Core Curriculum, specialty tracts and continuing education programs, as indicated;

Collaborates with other Department Directors and staff to plan and evaluate the interdisciplinary services of the Institute and develop new programs in response to identified needs;

Provides for the management of interdisciplinary and disciplinary services under his/her direction, establishing departmental assignments, supervising staff, providing for patient care monitoring and quality assurance;

Establishes the process of clinical services in disciplinary and interdisciplinary services, setting intake criteria, establishing and maintaining appropriate referral patterns, planning, implementing and evaluating diagnostic and therapeutic protocols;

Acts as role model in providing interdisciplinary and/or disciplinary services to clients as a component of a team, specialty track, outreach or research effort;

Establishes programmatic relationships with other U.A.F.s and governmental and voluntary agencies to enhance services, training and dissemination activities;

Provides consultation, technical assistance and direct services in affiliating agencies to assist in the development or maintenance of quality of life to clients in the region;

Identifies service and training topics which are appropriate for research and/or Dissemination; develops products for dissemination, i.e. publications and research protocols, educational and/or visual materials.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles and practices of social work; good knowledge of the principles and practices of public health administration; good knowledge of the federal, state and local regulations and standards affecting mental health, health and welfare as they apply to the field of social work; good knowledge of the JCAH standards as they relate to social services; familiarity with community health and welfare resources; ability to plan, supervise and evaluate the work of professional social workers; ability to understand and interpret medical and psychiatric information; ability to establish and maintain effective working relationships with professional, medical, nursing and other health care staff; ability to communicate effectively both orally and in writing; sound professional judgment; strong leadership qualities; initiative; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree\* in Social Work and five years of professional social work experience with the developmentally disabled population, three of which must have been at the supervisory/administrative level.

SPECIAL REQUIREMENT: Certification as a Social Worker (CSW) in the State of New York and current membership in the Association of Certified Social Workers (ACSW).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J. C.: Competitive  
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Job Class Code: E0551  
Job Group: XIII