

## PSYCHIATRIC SOCIAL WORKER - SPANISH SPEAKING

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform professional psycho-social evaluations and treatment of individuals with behavioral health problems, performing as a member of a multi-disciplinary treatment team including psychiatrists, psychologists, psychiatric nurses and other support staff. This level is distinguished from the senior level in that the senior is expected to work more independently and handle more complex cases. The duties require proficiency in both the Spanish and English languages, providing interpretive and information services. Supervision is not a feature of this class; however, incumbents may provide leadership and guidance to social work students. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both the Spanish and English languages;

Conducts intake evaluations of prospective patients to ascertain patient history and pertinent background and to schedule appropriate intervention or treatment;

Performs individual, family and group therapy to treat diagnosed patient problems and conditions and to evaluate patients' functioning;

Confers with staff members of other disciplines on the treatment team to determine case disposition, patient progress, treatment goals and possible new approaches for difficult cases;

Maintains monthly, quarterly and annual statistics; may prepare reports thereon;

Develops contacts and establishes a network with social service agencies in the region and arranges for patient participation in the program, as needed;

Coordinates discharge plans with community resources, monitors and tracks referrals made to community-based agencies, may prepares reports thereon;

Performs supportive work with family members of patients;

Confers with other resource persons and agencies for patient referrals, additional services or to obtain information;

May provide leadership and training to social work students;

Prepares and maintains patient treatment records and other reports, as required;

Attends meetings and conferences and keeps abreast of latest developments in the field of social work;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern principles and practices of social work; good knowledge of the nature and causes of developmental disabilities, alcoholism/substance abuse, social maladjustment, mental illness and other behavioral health problems; familiarity with available community resources; ability to conduct interviews to obtain social and medical information necessary to perform diagnostic evaluations; ability to analyze and summarize psycho-social information; ability to observe for the purpose of analysis and treatment; ability to work and relate to a wide variety of people, both professional and lay; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish Language Proficiency Test; ability to read, write, speak, understand, and communicate sufficiently in English to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possess and maintain a valid license and current registration as an LMSW or LCSW, or LMHC, issued by the New York State Department of Education.

SPECIAL NOTE: Candidates who possess a limited permit as an LMSW, LCSW, or LMHC, may be appointed on a temporary basis for up to 12 months. Candidates who do not attain license and registration cannot remain in this title beyond the 12-month period.

SPECIAL REQUIREMENT: Must maintain license and registration as an LMSW, LCSW or LMHC, throughout the course of employment in this title.

\*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 Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Class Code: C2385  
Job Group: X