

## SENIOR PSYCHIATRIC SOCIAL WORKER - SPANISH SPEAKING

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent performs advanced, professional psychiatric social work involving responsibility for a social work program and for cooperation with psychiatrists, psychologists and other social workers. The work requires independent judgment in dealing with clients, but operates within defined policies and procedures. Assignments to shelters, prisons, health centers and off-site facilities can be expected. The duties require proficiency in both Spanish and English, providing interpretive and information service. Supervision is not a responsibility of this class; however incumbents may provide leadership and training to student interns and entry level social workers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

Provides psychiatric social work treatment to patients and clients with diagnosed behavioral health problems, under care, with supervision by supervisor and appropriate psychiatrist;

Conducts intake interviews, ascertains present problems, secures complete history, interpersonal relationships, etc.; presents findings to appropriate psychiatric staff and participates in decisions and planning for treatment and establishment of objectives and methods;

Works with relatives and others concerned in making psychiatric treatment plan effective and endeavors to bring about needed environmental changes using available community organizations and facilities;

Maintains contact with community agencies interested in patients under care, as indicated, in intake and treatment periods;

Participates in the interpretation of methods and procedures necessary to carry out community programs;

May supervise students in fieldwork placement from graduate schools of social work;

Prepares patient records and other required treatment records and maintains required statistics of work activity;

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

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern principles and techniques of social work; good knowledge of the nature and causes of mental disabilities and diagnosed behavioral health problems; good knowledge of the more widely used therapeutic and treatment methods in psychiatric social work; good knowledge of community resources and how to use them; ability to conduct interviews to obtain social and medical information necessary to perform diagnostic evaluation; ability to analyze and summarize psycho-social information; ability to observe for the purpose of analysis and treatment; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish Language Proficiency Test; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration as an LMSW or LCSW, issued by the New York State Department of Education and two years of experience where the primary function of the position was professional social work in a healthcare or human services facility which must have included providing treatment services for patients or clients with diagnosed behavioral health problems.

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

SUBSTITUTION: Experience gained while practicing as a Certified Social Worker (CSW) prior to obtaining the LMSW or LCSW may substitute for the above required experience.

\*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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Job Class Code: C2499  
Job Group XI