

SENIOR SUPERVISOR OF CLINICAL SOCIAL WORK

DISTINGUISHING FEATURES OF THE CLASS: The Senior Supervisor of Clinical Social Work provides clinical and administrative supervision for professional social worker staff, other professional staff in the Case Management Department, and other subordinate staff in areas as assigned. This position is differentiated from the Supervisor of Medical Social Work in that the scope of responsibility covers the Medical Social Services. Responsibilities involves evaluating and developing assigned subordinate staff, coordinating the functions of the social work staff, developing and implementing the policies and procedures of the department planning controlling the social work function on assigned units and services, and developing and implementing continuous quality improvement activities on assigned areas. Responsibilities include providing case supervision and ensuring compliance with hospital, regulatory and accreditation requirements related to social work and discharge planning. Supervision is exercised over a number of professional supervisory clinical staff, medical and psychiatric social workers, and other support staff.

EXAMPLES OF WORK: (Illustrative Only)

Provides individual case supervision to Medical Social Workers, Behavioral Health Discharge Planners and Ambulatory Social Workers in preparing psychosocial assessments, interventions and discharge planning.

Functions as chief coordinator of formal and informal rounding with medical social work staff and medical team (when available) to determine case disposition, patient progress, treatment goals, and possible new approaches for difficult cases.

Ensures compliance with hospital policies, regulatory requirements and accreditation standards as pertain to social work and discharge planning.

Oversees the periodic chart review process to ensure the timeliness and appropriateness of social work intervention(s) on assigned units.

Oversees the coordination, interpretation, and integration of social work function with hospital administration and the leadership from other patient care departments and disciplines.

Provides guidance, support and oversight to Behavioral Health Discharge Planners, Medical Social Workers and Ambulatory Social Work staff with difficult discharge dispositions and facilitates meetings with medical team, patients and families when appropriate.

Coordinates and facilitates in-service training to social work staff and other disciplines on an assigned or as needed basis.

Develops and maintains a list of facility and agency contacts and referral resources needed in discharge planning and aftercare.

Compiles and analyzes data to assist in planning, controlling and monitoring the activities of the Social Work Department and ensure compliance with regulatory and accreditation requirements.

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Develops, interprets, administers and implements departmental policies and procedures;

Prepares and monitors departmental budget;

Coordinates and leads special assignments as assigned;

Conducts annual and probationary performance appraisals for assigned staff;

Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles and practices of social work; thorough knowledge of the nature and causes of developmental disabilities, social maladjustment, and medical and mental illness, and their psychosocial impact on patients and families; knowledge of the theory and principles of continuous quality improvement; familiarity with available community resources; ability to manage a social work program in an acute, long term care setting; ability to supervise and evaluate the work of professional social workers; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to work with and relate to a wide variety of people, both professional and lay; initiative; tact; sound professional judgment; integrity; emotional maturity; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration issued by the New York State Education Department as a Licensed Master Social Worker or Licensed Clinical Social Worker and five years of professional social work experience in a health care setting which included both medical and psychiatric cases, two years of which were in a supervisory capacity.

SPECIAL REQUIREMENT: Must maintain a valid license and current registration issued by the New York State Education Department as a Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) throughout the course of employment.