

GENESEE COUNTY

MENTAL HEALTH CLINICAL SOCIAL WORKER (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for providing intensive individual and group therapy for patients with emotional, social and related problems at the County Mental Health Clinic. The Mental Health Clinical Social Worker also serves as a member of the clinic team working with other staff members in studying, diagnosing and planning treatment for patients. The work is performed under the direct supervision of the Clinical Services Director or his/her designee who may define and limit the work to be performed. Employees of this class also provide consultation services to other community agencies to assist them in understanding and dealing with individual cases. The Mental Health Clinical Social Worker also does related work, as required.

TYPICAL WORK ACTIVITIES:

Provides intensive individual and group therapy to individuals with emotional, social and related problems;
Serves as a member of the clinic team, providing social work or psychological expertise, to study and diagnose patients and planning for their treatment;
Provides consultation services for other community agencies to assist them in understanding and dealing with individual cases;
Attends and participates in in-service training programs for clinic staff and staff members of cooperating agencies;
Takes part in speaking engagements, panel discussions and community meetings concerned with community mental health programs;
Refers patients to community agencies which can provide necessary services;
Compiles case records and maintains statistical records on case load and work activities;
May be assigned to coordinate intake process of service requests from individuals and families, other agencies, hospitals and legal system including courts, probation and law enforcement;
May be assigned to coordinate client services through the forensic evaluation process;
May administer and score psychological tests within the scope of their professional discipline as part of the diagnostic study of patients;
Serves as a member of the "On Call" team;
Participates as a member of the emergency crisis intervention team on call after normal office/business hours;
May transport clients;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of the practices and procedures of social work or psychology; good overall understanding of human behavior; ability to study, diagnose, test where appropriate, and clinically treat and/or assess mentally and emotionally disturbed individuals and families; ability to organize work effectively; ability to interpret federal, state and local laws and regulations affecting mental health programs; ability to prepare and present oral and written reports; ability to use personal computer, including word processing software, calculator, copy and fax machine and phone; tact and courtesy; integrity; good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and talk and hear. The employee is occasionally required to stand, and to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and make visual observations of clients.

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

Possession of, or eligibility for, a License in Social Work issued by the NYS Department of Education.

Eligibility of a license in Social Work (Masters) as defined by NYS Department of Education requirements*

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT: Possession of a valid NYS driver's license.

Possession of a valid NYS Department of Education license in Social Work or limited permit to practice Social Work within 30 days of hire. Valid license must be obtained within 30 days of the expiration of the limited permit.

*Eligibility for a Licensed Master Social Worker license requires: (1) good moral character, (2) being at least 21 years of age, (3) meeting education and examination requirements, and (4) completing coursework or training in the identification and reporting of child abuse offered by a New York State approved provider. Education requirements: possession of a Master's Degree in Social Work or its equivalent (e.g. a higher degree from a social work program that is registered by the Department of Education as licensure qualifying, accredited by the Council on Social Work Education or determined by the Department of Education to be substantially equivalent to a registered program as defined in Sections 74.1 and 42.30 of the Commissioner's Regulations.)

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class
Adopted 5/17/23-5/17/24
Extended 12/31/24
Revised 5/30/24