

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES
POSITION DESCRIPTION**

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Social Worker		8/10/06		
Level I	526140			
Level II	526150			
Level III	526160			
Level IV	526170			
Level V	526180			

Purpose of Position:

This class of positions encompasses professional, supervisory or administrative work of varying degrees of difficulty and responsibility in the operation of a social work department providing psychosocial services in various settings and to different types of clients and/or patients. There are five Assignment Levels within this class of positions; all personnel perform related work.

Assignment Level I

Under supervision, with some latitude for independent judgment and decision making, performs the following typical tasks:

Examples of Typical Tasks:

1. Conducts or participates in the client/patient intake process to obtain information required to formulate a psychosocial evaluation and social work treatment plan.
2. Conducts psychosocial evaluations assessing the weaknesses and strengths of individuals and/or families; develops treatment plans.
3. Works within facility offices or in the field to provide individual and group counseling, as well as concrete social services, as required.
4. Interviews domestic violence victims to assess the need for concrete and/or counseling services; provides counseling and/or makes referrals as required; provides group work counseling services in domestic violence shelters.

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Examples of Typical Tasks: (continued)

5. Interviews patients/clients, relatives, facility staff, and members of the community regarding patients'/clients' ability to function in the community.
6. Interviews children and parents to discuss behavioral problems and to determine an appropriate plan of action; prepares children and parents to accept services; makes referrals, when appropriate, to Family Court or other government or community agencies.
7. Reports suspected cases of child abuse or neglect to the New York Central Registry.
8. Plans for institutional or hospital discharge and other post institutional/hospital care; evaluates alternate care arrangements for the elderly and other clients/patients, where needed.
9. Provides direct counseling services and/or outreach services; makes referrals to other public agencies or community resources as needed.
10. Confers and consults with professional and technical personnel in implementing a multi-disciplinary approach to client/patient care.
11. Analyzes neighborhood or area problems relevant to the agency's areas of responsibility; serves as agency/program liaison to community agencies and/or groups.
12. Initiates and participates in special studies and research projects.

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Examples of Typical Tasks: (continued)

13. Attends meetings, such as staff conferences, social work staff meetings and rounds; participates in work of selected staff committee.
14. Orients and educates members of other professional disciplines in social work concepts and functions.
15. Appears and testifies at administrative and court hearings, as necessary.
16. Keeps records, prepares reports, and related paperwork.
17. May supervise graduate and undergraduate social work students in their field placement, as well as volunteers and other auxiliary personnel as needed.

Assignment Level I - Qualification Requirements:

1. A valid Licensed Master of Social Work (LMSW) license, Licensed Clinical Social Work (LCSW) license or a Limited Permit issued by the New York State Education Department. Employees working with a Limited Permit must obtain their LMSW or LCSW within one year of the date of appointment.

Assignment Level II

Under general supervision, with moderate latitude for the exercise of independent judgment, in addition to performing the typical tasks described in Assignment Level I above, performs the following typical tasks:

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Examples of Typical Tasks:

1. Coordinates and conducts quality activities within the department regarding social work practice on complex issues.
2. Acts as project leader for special studies and research projects. Collects and evaluates data related to vulnerable client populations. Prepares and presents reports to hospitals or social work staff related to these service populations.
3. Trains and instructs social work staff in clinical social work techniques. Serves as a resource and role model for beginning social work staff in various aspects of advanced social work practice.
4. Formally orients and educates members of other professional disciplines by developing training curricula and presenting lectures covering workshops, seminars, etc. on social work concepts and functions.

Assignment Level II - Qualification Requirements:

1. A valid Licensed Master of Social Work (LMSW) license or a Licensed Clinical Social Work (LCSW) license issued by the New York State Education Department.

Assignment Level III

Under general supervision, with latitude for independent judgment and decision making, in addition to performing the duties of the lower Assignment Levels, performs the following typical tasks:

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Examples of Typical Tasks:

1. Supervises Social Workers, screens and assigns cases, schedules staff, reads and reviews staff work, and evaluates work performance.
2. Establishes and maintains professional social work standards of performance concerning interview techniques and methods and practices used in preparing clinical assessments, developing treatment plans, and in documenting case histories.
3. Guides Social Workers in exercising appropriate social work techniques, methods and practices.
4. Interprets clinical information based on case data, histories, statistics, etc; prepares and submits comprehensive reports of case findings including chronologies of medical data and social factors necessary to support recommended courses of action.
5. Conducts individual/family conferences and group discussions.
6. Trains and instructs staff in agency policies and procedures.
7. Ensures compliance with accepted social work practices and principles and operational adherence to government rules and regulations; ensures that all cases of suspected child abuse or neglect are reported to the New York State Central Registry.
8. Participates in conferences on site and in other locations with supervisory/managerial personnel, other professionals (including physicians, psychiatrists, psychologists, and educators) and with representatives of government and non-government agencies.

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Examples of Typical Tasks: (continued)

9. Confers and consult with professional and technical personnel in developing and implementing a multi-disciplinary approach to client/patient care.
10. Interacts with professionals in other disciplines to determine and develop treatment plans, evaluate clients' progress, develop discharge and aftercare plans and recommend alternative action or treatment.
11. Serves as liaison with community agencies; researches, develops and facilitates the utilization of community resources.
12. Maintains controls; keeps records and prepares reports.
13. May supervise graduate Social Work students in their fieldwork placement.
14. Evaluates employees' job performance and maintains time and leave records.

Assignment Level III - Qualification Requirements:

1. A valid Licensed Master of Social Work (LMSW) license issued by the New York State Education Department and one year of full-time satisfactory post-licensure experience utilizing one or a combination of casework, group work and community organization methodologies; or
2. A valid Licensed Clinical Social Work (LCSW) license issued by the New York State Education Department.

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Assignment Level IV

Under direction, with wide latitude for independent judgment and decision making, in addition to performing the duties of the lower Assignment Levels, performs the following typical tasks:

Examples of Typical Tasks:

1. Supervises the work of a number of social work units; assigns work to subordinates; provides professional expertise; establishes supervisory controls; and ensures the work performed meets the agency's standards and time frames.
2. Coordinates the work of subordinates staff with that of other government and non-government agencies; provides direction and facilitates good working relationships; conveys information; and promotes cooperation to enhance the achievement of mutual work objectives.
3. Provides consultation and technical assistance to subordinate staff and others by researching and analyzing information recommending corrective actions to be taken; conducts conferences as needed.
4. Ensures that staff reports all cases of suspected child abuse or neglect to the New York State Central Registry.
5. Assesses staff training needs; develops and revises lesson plans to meet training requirements; conducts training sessions and workshops.

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Examples of Typical Tasks: (continued)

6. Interprets and communicates procedures, regulations and program directives.
7. Plans, implements, prepares, develops and coordinates programs and activities to attain stated objectives and to meet identified needs.
8. Prepares, reviews and edits narrative reports, letters and memos.
9. Responds to mail, telephone, and in person inquiries; obtains needed information to assist clients, agencies, courts and others; attends interdisciplinary meetings and conferences as needed.
10. May participate in drafting policy and procedural manuals, memos or other instructional guides for Central Office approval.

Level IV- Qualification Requirements:

1. A valid Licensed Master of Social Work (LMSW) license issued by the New York State Education Department and two years of full-time satisfactory post-licensure experience as described above, with at least one year of this experience in a supervisory capacity; or
2. A Licensed Clinical Social Work (LCSW) license issued by the New York State Education Department and one year of supervisory experience as described above.

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Assignment Level V

Under general direction, with very wide latitude for independent judgment and decision making, in addition to performing the duties of the lower Assignment Levels, performs the following typical tasks:

Examples of Typical Tasks:

1. Oversees the work of a small to medium sized social work program or segment of a large social work program, providing psychosocial services, utilizing casework, and group work and community organization methodologies.
2. Develops and maintains internal administrative controls of a program area to ensure compliance with Federal and State laws, rules and regulations.
3. Prepares reports on staff operations; recommends changes in policy or procedures to improve services.
4. Participates in the development of community social services.
5. Mediates disputes concerning case management; interpretation of agency policies/procedures and staff issues.
6. Recommends reimbursement of private social services for children and adults.
7. Prepares summary reports comparing actual productivity to stated goals/objectives.
8. May supervise groups of field placement of graduate Social Work students.

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Examples of Typical Tasks: (continued)

9. In the temporary absence of the supervisor, may perform the duties of that position.

Assignment Level V - Qualification Requirements:

1. A valid Licensed Master of Social Work (LMSW) license issued by the New York State Education Department and three years of full-time satisfactory post-licensure experience as described above, with at least two years of this experience in a supervisory capacity; or
2. A Licensed Clinical Social Work (LCSW) license issued by the New York State Education Department and two years of supervisory experience as described above.

Special Note:

Section 424-a of the New York Social Services Law requires an authorized facility to inquire whether a candidate for employment with child-care responsibilities has been the subject of a child abuse and maltreatment report. The facility has the discretion to assign a candidate who has been the subject of a child abuse and maltreatment report to a position with no child-care responsibilities.

Direct Line of Promotion:

None. This is in the non-competitive class of positions.