

Jurisdictional Class: Competitive  
Adopted: January 1, 2015  
Revised:

**SOCIAL WORKER I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level position involving the performance of psychotherapy in helping clients with social, emotional, and related difficulties associated with their disability. The Social Worker I functions under the general direction of the Mental Health and Addiction Services Coordinator or Senior Clinician with leeway allowed for the exercise of independent judgment in the performance of clinical duties. Employees in this class are expected to collaborate and cooperate as needed with professionals of various agencies in order to affect better client care. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

With priority given to Medicare clients, performs, under general direction, the intake and screening of new clients, evaluating, and diagnosing the client which includes assessing strengths, needs, abilities, and preferences;

Develops, in conjunction with the client, strength based treatment plans;

Using accepted practices, provides individual, group, and family therapy utilizing these modalities appropriately, and being mindful of length of stay;

Refers clients, as needed, to other services and participates in the transfer to other levels of care as appropriate;

Coordinates various activity and treatment programs with other agencies;

Maintains up-to-date information on community and health resources which can be utilized during the client's care and subsequent to his/her discharge;

Attends and participates in staff meetings and other agency committees;

Maintains accurate, timely documentation over the course of the client's episode of care according to regulatory and reimbursement requirements;

Maintains the electronic chart by utilizing computer skills to enter assessment treatment planning and case notes, and prepares notifications and correspondence;

Meets productivity standards as determined by the department head.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the practices and procedures of strength based psychotherapy;

Good knowledge of community resources and how to use them effectively;

Ability to work well with others;

Ability to organize work effectively and efficiently;

Ability to demonstrate sound judgment and to practice within ethical parameters;

Exhibits computer proficiency in the maintenance of the electronic chart (typing, keyboard skills, & e-mail ability).

**MINIMUM QUALIFICATIONS:** Possession of, or eligibility for, licensure to practice as a Licensed Master Social Worker (LMSW) or a Licensed Clinical Social Worker (LCSW) issued by the New York State Education Department at time of application.

**SPECIAL REQUIREMENT:** Possession of a valid NYS Department of Education license or limited permit within thirty (30) days of hire. Valid license must be obtained prior to the expiration of the limited permit.

The minimum qualifications for receipt of your LMSW or LCSW are mandated under Article 154 of New York State Education Law.