

SENIOR SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position within the Albany Police Department. The Senior Social Worker will be responsible for administrative and clinical supervision of professional social work staff. The position requires a modern understanding of social work techniques in conducting psychosocial interviews and assessments with adult and juvenile clients, reviewing mental health records, assessing client needs, recommending treatment options.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responsible for clinical supervision of Social Work staff and make supervisory judgments concerning social work principles, practices and procedures;
- Assess the quality and appropriateness of care planned and provided to clients/consumers;
- Evaluate the quality of documentation in case record;
- Ensure treatment and discharge plans are relevant to client/consumer needs and resources are used effectively;
- Take effective supervisory action given specific problems and situations;
- Assign work to and coordinate the activities of a program or department;
- Establishing and guiding staff development programs;
- Evaluating the performance of subordinate supervisors; and maintaining relationships with other organizational sections.
- Perform social work administrative and supervisory duties including timekeeping and record review, ensuring records are being maintained per APD guidelines
- Evaluate client progress by participating in case reviews.
- Maintains professional relationships with program providers at local treatment agencies, social service agencies, hospitals, schools

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Strong ability to provide leadership and guidance to other employees;
- Thorough knowledge of the techniques involved in determining need to services and arranging for the provision of such assistance;
- Thorough knowledge of the practices and procedures of social casework and the social factors affecting mental, social and emotional health;
- Thorough knowledge of mental health terminology and best practices;
- Working knowledge of the criminal justice process;
- Ability to effectively conduct counseling and psychosocial interviews using current interviewing techniques;
- Ability to communicate effectively with others orally and in writing;
- Ability to relate and communicate with diverse populations and groups using social perceptiveness and empathy;

MINIMUM QUALIFICATIONS:

Master's Degree in social work from a graduate school approved by the New State Department of Education and five (5) years of experience performing social service casework AND possession of a valid NYS Department of Education license in Clinical Social Work (LCSW) at time of employment, or limited permit to practice social work within 30 days of hire. Valid license must be obtained within 30 days of expiration of the limited permit.

NOTE:

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.