

## **SOCIAL WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional level position within the Albany Police Department. The Social Worker will work as part of a multi-disciplinary team to provide support and linkages to mental health services. 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)

- Completes comprehensive client assessment and service plan. Assists clients with identifying mental health and social emotional needs and goals.
- Conducts evidence based psychosocial and psychiatric evaluations with clients.
- Completes intake of new patients and establishes evidence-based treatment plans.
- Refers and coordinates required medical, clinical or other community services including [food, educational and vocational opportunities, and other relevant services.
- Evaluate client progress by participating in case reviews.
- Maintain up-to-date case files and client records. Complete all necessary file notes, reports and other written documentation on a timely basis.
- Assures timely documentation is maintained in accordance with CMHA policies and procedures, including but not limited to progress notes, treatment plans, program orientation, consent to treat, activity logs and monthly targeted case management notes.
- Maintains information on community and health resources
- Identify environmental impediments to client or patient progress through interviews and review of patient records.
- Obtains necessary releases in order to procure medical, mental health and substance abuse records
- Maintains professional relationships with program providers at local treatment agencies, social service agencies, hospitals, schools

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- 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:**

A. Graduation from a regionally accredited college or university with a Master's Degree in social work OR;

B. Graduation from a regionally accredited college or university with a Bachelor's degree in social work and one (1) year of clinical experience in medical, psychiatric or health care setting.

**NOTE:**

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

Position may be required to work various shifts including Saturdays, Sundays and holidays.

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