

SOCIAL WORK SUPERVISOR (Psychiatric)

DEFINITION

Under the general supervision of the Associate Administrator of Patient Care Services; supervises the Badger Prairie Health Care Center Social Work Department including providing the administrative direction and professional development of assigned social services staff; ensures continuity and effectiveness of agency services in conformity with the federal, state and agency's laws, rules and regulations; maintains professional standards of social work practice and performs related work as assigned.

EXAMPLES OF DUTIES

Supervises assigned agency staff providing social services including effectively recommending personnel actions including hiring, probationary periods, performance evaluation, discipline, adjustment of grievances and staffing levels; establishes standards of performance for social services personnel; may have responsibility for directing or coordinating agency services program; through individual and group conferences enables staff to increase knowledge, social work skills and effectiveness; supervises intake and social services, disposition of requests and inquiries; assures required caseload coverage and assigns cases; reviews cases to evaluate needs for agency services; provides consultation and direction in case study, diagnosis and planning for treatment and other services, referral; participates in and may coordinate case conferences involving other supervisors; participates in continuing, appropriate professional development; maintains qualitative and quantitative standards for performance, evaluates performance, recommends personnel actions; participates in research and in the review and development of agency programs, policy and procedures; participates in interpretation of program and policy to the community planning as assigned; promotes interagency cooperation; represents the agency in meetings related to agency program; acts as facility resident rights grievance representative; and serves as facility's Equal Opportunity Coordinator.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a master's degree in social work or related field, and two years experience as a professional psychiatric social worker. Prefer supervisory experience in the mental health field.

Knowledges and Abilities: Extensive knowledge of human growth and behavior; thorough knowledge of mental health treatment modalities for use in individual, group, and family therapy; thorough knowledge of welfare and health and mental health resources and ways in which these resources can be made available to the chronic mentally ill, developmentally

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disabled or elderly residents; knowledge of generic social work methods and principles; knowledge of program planning skills and the use of social work students; considerable knowledge of community organization principles and methods; knowledge of modern administrative practices and procedures; budgeting and fiscal management; public administration and personnel management; to direct and supervise the work of others; to stimulate staff growth and development and to supervise the work of others; to stimulate staff growth and development and to give effective casework consultation; knowledge of federal and state laws (specifically Chapters 51 and 55), rules, regulations relating to treatment of the mentally ill and developmentally disables; to maintain perspective and balance between the various programs; to communicate ideas effectively both orally and in writing; to read record material diagnostically; and recognize individual difference in workers and to gauge their learning patterns and potential for independent work.