

## **SUPERVISING CLINICAL SOCIAL WORKER (BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work involving administering and supervising the clinical social work services of Broome-Tioga BOCES. The incumbent serves as a senior member in developing an individual treatment plan for each student enrolled in designated programs within BOCES. These plans include the needs and strengths of the student and their family to address global functioning of the student at home, in school and the community. Work is performed under the general direction of the Assistant Superintendent with wide leeway allowed for the exercise of independent judgment in determining the type and level of services to be provided. Supervision is exercised over staff Clinical Social Workers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides supervision and clinical consultation to program clinicians;  
Participates in the intake, screening, and assessment of new patients;  
Participates in meetings and activities of the BOCES leadership team and additional organizational and divisional meetings as assigned;  
Participates as a team member at conferences designed for the diagnosis and treatment of students;  
Supervises and participates in regular visits to student's homes;  
Collaborates with program administration and staff, families, psychiatric nurse practitioners, school district representative and community mental health agencies regarding student's treatment plans and progress;  
Supervises interdisciplinary treatment teams;  
Supervises comprehensive safety plans to assist students in managing their risk behaviors;  
Provides referrals and linkages to community services as well as between the family and the school;  
Assists in the hiring of new clinicians, as well as developing and providing training for program staff;  
Provides leadership in crisis intervention;  
Delivers individual, group, and family therapies;  
Compiles and analyzes qualitative data reflective of program goals;  
Ensures that student's clinical records, progress notes and documentation are compliant and completed in a timely manner;  
Develops and provides training for program staff as required;  
Assists in the hiring of new Clinical Social Workers;  
Facilitates discharge planning;  
Prepares a variety of reports.

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

Thorough knowledge of the practices and procedures of social work, and of the social factors affecting disease and disability;  
Thorough knowledge of mental health service regulations;

Thorough knowledge of trauma-informed practices;  
Thorough knowledge of available community resources and services applicable to student's needs;  
Ability to organize work effectively;  
Ability to plan and supervise the work of others;  
Ability to communicate effectively both orally and in writing;  
Ability to establish and maintain effective working relationships with a variety of people;  
Ability to work compassionately with children and families experiencing trauma;  
Ability to work effectively with others;  
Ability to compile data, and prepare a variety of reports;  
Ability to strongly advocate for students and families;  
Ability to analyze and evaluate reports of staff workers and make sound decisions;  
Ability to work towards positive common outcomes for students with school personnel, clinicians and community partners;  
Strong belief that every student can succeed;  
Strong commitment to meeting the needs of every student.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in social work and two years of social work experience in a position as a licensed certified social worker (LCSW).

**SPECIAL REQUIREMENT:** Possession of a professional license and current registration as a LCSW as issued by the New York State Education Department at time of appointment and must be maintained throughout employment in this title.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** In accordance with the Safe Schools Against Violence in education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for employment in school districts must obtain clearance for employment based upon a fingerprint and criminal history background check.

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COMPETITIVE