

DESCRIPTION: Under administrative direction, provides supervision in a specialized area of social work practice within a large social work department OR manages the social work services within a small institutional setting. Incumbents perform advanced professional social work conducting comprehensive psychosocial evaluation requiring expert knowledge in social work practice. Work is performed under the direction of the Director of Social Work or another agency administrator. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This classification is differentiated from others within this class series (Master Social Worker, Certified Master Social Worker) by the responsibility for the supervision of a social work department including professional and support level social work staff.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Formulates, manages and evaluates programs and policies as related to a Social Work Department.

Establishes and maintains a quality assurance program for a Social Work Department.

Provides clinical supervision, direction, and monitoring of professional and support level social work staff.

Reviews, supervises, and authorizes other social work department employee's assessments, discharge plans, and client record documentation.

Conducts comprehensive psychosocial evaluations of clients to determine diagnosis, course of treatment/rehabilitation, and appropriate discharge plans.

Conducts individual, group, and family counseling/psychotherapy, family education programs, and family support groups to assist clients and families in transitioning to nursing homes and residential settings or other discharge locations.

Compiles social and behavioral information from various sources to develop social histories and psychosocial assessments vital to the development of a client's treatment and discharge plans.

Serves as a member of an interdisciplinary treatment team; provides information regarding a client's social history and psychosocial assessments and addressing specific client needs; participates in the development of a client's active treatment plan.

Monitors and evaluates clients' success in a defined treatment plan and progress toward established goals; provides recommendations to members of an interdisciplinary treatment team to make adjustments to a client's treatment plan.

Formulates, coordinates and implements client discharge plans and follows up with clients on complex cases; may conduct home studies.

V72343 – CERTIFIED MASTER SOCIAL WORKER SUPERVISOR (continued)

Consults with clients and staff on issues involving casework and programs.

Provides public education and in-service topics for staff on subjects pertinent to the social work department.

Supervises social work practicum students.

Serves as an advocate for the client by coordinating referrals to various service agencies.

Serves as liaison with service agencies consulting on client cases to ensure efficiency and continuity in providing services.

Participates in facility management committees as required.

Conducts research of case files, reports, journals, and other pertinent documentation to facilitate therapeutic/treatment goals.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: theories and methods of social diagnosis and psychosocial assessment; State and federal laws and regulations affecting social, legal, and health services; concepts and techniques of social planning; teaching and instructional theories and techniques; social and psychological statistical and research methods and theories; theories and concepts of social work administration; theories and concepts of personnel management; policy development and evaluation.

Skill in: formulating program policy and design; teamwork building; assembling relevant facts to formulate a comprehensive psychosocial evaluations; discussing sensitive/emotional subjects in a non-threatening, supportive manner; utilizing appropriate social work intervention methods to build strengths and facilitate positive change; mediating and negotiating between conflicting parties; conducting differential diagnosis of individuals and groups; utilizing personality theory and diagnostic methods in setting a therapeutic context and formulating goals; observing and interpreting verbal and non-verbal behavior; interviewing clients to collect and elicit essential information and assess needs and progress; listening to and understanding information received from others; communicating so others understand.

Ability to: administer social work program of limited scope; professionally represent the social work discipline within an interdisciplinary program; manage, direct, and guide assigned staff; formulate and enforce policies and procedures; integrate and disseminate information; mediate between clients, families, and clinicians; provide professional social work training; serve as a role model in a professional relationship with clients and staff.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Master's degree in Social Work and three years Master Social Worker experience, including supervisory experience.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes and/or regulations.)

Certification as a Master Social Worker by the Nebraska Department of Health and Human Services is required in accordance with Neb. Rev. Stat. § 38-2128.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).