

Click one of these links to see the Job Description for that class:

Job Code	Title
C72341	Master Social Worker
C72342	Certified Master Social Worker
V72343	Certified Master Social Worker Supervisor

MASTER SOCIAL WORKER SERIES

C72341, C72342, V72343

DESCRIPTION OF OCCUPATIONAL WORK

This class uses three levels of Master's level professional work within the Master Social Worker Series. Positions in this series serve as a member of an interdisciplinary treatment team. Work performed includes conducting comprehensive psychosocial evaluations, review and administration of assessments, determination of client needs and eligibility, care plan development, coordination of services, discharge planning and implementation.

Master Social Worker

C72341

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

Under general supervision, performs Master's level professional work developing and implementing social work therapy and services; participates in interdisciplinary team meetings by which appropriate programs for meeting client needs are determined; provides clinical guidance to social worker staff, direct care staff, practicum students and/or volunteers. Work is performed under the supervision of a Certified Master Social Worker. Performs related work as assigned.

This class is distinguished from the Social Worker I and II by performing Master's level social work and requiring a Master's degree in Social Work for entry into the class. Positions allocated to the Certified Master Social Worker class require Certification as a Master Social Worker for entry into the class; incumbents possessing a provisional Certification perform work at the Master Social Worker level until full attainment of the required Certification. Positions allocated to the Certified Master Social Worker Supervisor class are responsible for the supervision of a group of professional social workers and other support staff in a social work department.

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

Collects social history data to assess educational, vocational, and social needs and to determine client eligibility for various services.

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

Participates in interdisciplinary team meetings to provide social history assessment data for planning appropriate client programs; implements client care plan interventions.

Reviews confidential psychiatric evaluations and assessment data to determine a treatment approach.

Conducts individual, group, and family counseling and social skills classes and programs to assist clients in transitioning to nursing homes and residential settings.

Includes the client's family/guardian in social history assessments, treatment planning, program implementation, and service referrals.

Recommends and develops client discharge plans by completing referrals to placement and aftercare agencies, assisting with financial arrangements, and completing the Notice of Discharge to the Mental Health Board in a timely manner.

Documents and reports client's social work activities and maintains necessary records in the client files.

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

Develops therapy knowledge and practice through continuing educational activities and clinical experiences.

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

Knowledge of: the theory and behavior of organizational and social systems; the models of psychosocial assessment and intervention; models of differential diagnosis; theories of group interaction and methods of therapeutic intervention; theories of human growth and development; professional terminology as related to therapy, psychology, and human services; sources of professional and scientific research applicable to therapeutic practice.

Skill in: 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; formulating and setting goals; creating innovative solutions to client's needs; developing professional relationships; interpreting the findings of research studies and professional literature.

Ability to: relate social and psychosocial theory to practice situations; generate a hypothesis; recognize when to utilize various therapeutic techniques necessary to generate change; write concise and accurate reports and correspondence; differentiate between personal values and therapeutic goals.

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.

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Certified Master Social Worker

C72342

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

Under limited supervision, performs Certified Master's level professional social work in determining client needs and providing complex therapeutic services; serves as a member on interdisciplinary teams to participate in treatment planning for assigned clients'; provides clinical guidance to social workers, direct staff, practicum students, and/or volunteers. Work is performed under the supervision of a Certified Master Social Worker Supervisor or the Director of Social Work. Performs related work as assigned.

This class is differentiated from the Social Worker I and II classes based on the ability to perform social work independently whereby incumbents allocated to these classes are not required to obtain a Certification as a Master Social Worker. Positions allocated to the Certified Master Social Worker Supervisor class have supervisory responsibility for professional social work and support staff of social work unit. Positions allocated to the Master Social Worker class are not required to possess Certification and may perform work in this class with a provisional Certification.

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

Provides clinical consultation to social work and social work support staff.

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

Conducts comprehensive psychosocial evaluations of clients on an assigned case load 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.

Provides casework assistance to clients and families in the solution of financial, health, educational, recreational, employment, personal, and family problems.

Formulates, coordinates, and implements client discharge plans by completing referrals to placement and aftercare agencies and providing for financial arrangements; conducts follow-up assessments and evaluations.

Serves as an advocate for clients 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.

Provides assistance in resource development and in policy and program development and evaluation.

May conduct 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; social systems, family systems, systems theory, and social institutions; the cause of social problem areas and their impact on individuals, families, and communities; State and federal laws and regulations affecting social, legal, and health services; concepts and techniques of social planning; models of psychosocial assessment and intervention; crisis intervention theories and techniques; human behavior, growth, and development; theories of family and social interactions; professional terminology as related to therapy, psychology, and human services.

Skill in: 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; conducting differential diagnosis of individuals and groups; utilizing personality theory and diagnostic methods in setting a therapeutic context and formulating goals; assessing functional impairments so they can be addressed in treatment and discharge planning; assembling relevant facts to formulate a comprehensive psychosocial evaluation; discussing sensitive/emotional subjects in a non-threatening, supportive manner; utilizing appropriate social work intervention methods to build client strengths and facilitate positive change; establishing and maintaining rapport with clients and families.

Ability to: conduct psychotherapy of a complex nature; interpret complex psychosocial phenomena; serve as a role model in a professional relationship with clients and social work staff; communicate social work practice and theory to professionals in other disciplines; mediate negotiations between patients, families/guardians and clinicians; generate creative and effective means of dealing with obstacles in the implementation of discharge plans and the provision of social work services to clients; write concise and accurate reports and correspondence.

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 two years of Master Social Worker 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:

Some positions in this class may require an applicant be Licensed as a Mental Health Practitioner.

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Certified Master Social Worker Supervisor

V72343

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

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.

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 the listed 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.

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 nonthreatening, 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:

Some positions in this class may require an applicant be Licensed as a Mental Health Practitioner.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

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).

Established: 03/1991

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Certified Master Social Worker Supervisor	Added Special Notes	12/28/2023