

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 8155100***

**Licensed Master Social Worker, Grade 20**

Brief Description of Class

Licensed Master Social Workers are licensed professionals who provide social work services and programs to individuals\* and groups in State facilities and programs, including community settings. Incumbents apply professional social work theory, principles, and methods to assess, evaluate, formulate, and implement a plan of action based on an individual's needs and strengths, and intervene to address mental, social, emotional, behavioral, developmental, and addictive disorders, conditions, and disabilities and the psychosocial aspects of illness and injury; and may also provide clinical services and psychotherapy to individuals if appropriately licensed or under the supervision of a licensed mental health professional in accordance with Article 154 of the Education Law.

Positions are classified in various State agencies.

\*Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

*Licensed Master Social Worker*: full performance level; independently provides a variety of social work services to individuals in accordance with Article 154 of the Education Law; and may supervise paraprofessional social work and/or direct care staff.

Related Classes

Licensed Clinical Social Workers are licensed professionals who provide clinical and other social work services to individuals in State facilities, programs, and settings; apply professional social work theory, principles, and methods; diagnose mental, emotional, behavioral, addictive, and developmental disorders and disabilities and the psychosocial aspects of illness, injury, disability, and impairment within a psychosocial framework; administer and interpret tests and measures of psychosocial functioning; develop and implement assessment-based treatment plans; provide psychotherapeutic treatment to prevent, treat, ameliorate, and resolve psychosocial dysfunction and

maintain and enhance the mental, emotional, behavioral, social functioning, and well-being of individuals.

Social Work Assistants perform case management and service coordination activities for individuals in a variety of settings under the supervision of licensed master social workers; interview individuals, their families, and/or others to gather background information, prepare case histories, and determine eligibility for services; advocate on behalf of and assist individuals in identifying and obtaining services; work with multidisciplinary treatment teams and assist in the development and implementation of treatment and service plans; coordinate services between agencies, programs, and providers; and follow-up to ensure individuals' needs are met.

### Illustrative Duties

#### *Licensed Master Social Worker*

The tasks and activities performed by a Licensed Master Social Worker vary based on the agency, facility, program, and/or setting to which a position is assigned. Therefore, a Licensed Master Social Worker may perform duties including but not limited to the following:

- Serves as a member of a multidisciplinary treatment team; participates in team meetings, presents clinical information and observations, and provides consultation and assistance to staff in other disciplines; and coordinates care and treatment planning for individuals.
- Provides a variety of social work and treatment services to individuals and families that include life skills, vocational and career training, family support, and community integration that assists individuals in achieving maximum participation in work and social activities.
- Assesses and evaluates individual and family needs, strengths, and limitations; and records significant psychosocial events and/or changes in clinical conditions.
- Provides individual, group, and family therapy; and crisis intervention, stabilization, and follow-up services to individuals who may be a danger to themselves or others.
- Advocates for individuals' rights and access to benefits and services to meet their personal and social needs.
- Helps individuals identify goals and solutions to a variety of short-term mental, emotional, behavioral, and environmental conditions and uses therapy to address illnesses and disorders, including mental illnesses and emotional disturbances; marital and family difficulties; adjustment problems related to acute and chronic

illnesses; addiction, substance use, behavioral, and learning disorders; and community problems and social issues.

- Educates individuals and families about the nature of illnesses and disorders; and provides individuals with vocational, educational, and personal interest opportunities and resources.
- Establishes and maintains professional relationships with community providers to ensure continuity of care; assists individuals with the development and maintenance of natural supports; and links individuals and families to existing services in the community to ensure continuity of care.
- Develops effective treatment plans in conjunction with individuals and treatment teams; monitors and evaluates individuals' progress; and modifies treatment plans or terminates services when appropriate.
- Determines discharge service needs and appropriate community resources; signs off on finalized discharge service documents; and follows up with community providers to ensure individuals are successfully integrated into the community.
- Prepares and maintains documentation and records, including progress notes, observations, recommendations, and discharge plans.
- May supervise and train social work interns, and paraprofessional social work and/or direct care staff.

Under the supervision of a licensed clinical social worker, licensed psychologist, or psychiatrist, may provide clinical services to individuals, such as the diagnosis of mental, emotional, behavioral, developmental, and addictive disorders; development of assessment-based treatment plans; and provision of psychotherapy.

### Minimum Qualifications

#### *Licensed Master Social Worker*

Open Competitive: possession of a license and current registration as a Licensed Master Social Worker in New York State.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the

Division of Staffing Services for current information on minimum qualifications for appointment or examination.

Date: 2/2025

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