

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

Classification Standard

**Occ. Code 8156100**

<b>Licensed Master Social Worker 1, Grade 18</b>	<b>8156100</b>
<b>Licensed Master Social Worker 2, Grade 20</b>	<b>8156200</b>
<b>Social Work Supervisor 1, Grade 23</b>	<b>8159510</b>
<b>Social Work Supervisor 2, Grade 27</b>	<b>8159530</b>

Brief Description of Class Series

Positions in this class are licensed professionals who provide and/or supervise the provision of 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 1:* entry level; under the supervision of a higher-level social worker, 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.

*Licensed Master Social Worker 2:* full performance level; independently provides a variety of social work services to individuals with more serious and/or complicated mental, social, emotional, behavioral, developmental, and addictive disorders, conditions, and disabilities in accordance with Article 154 of the Education Law; and may supervise Licensed Master Social Workers 1 and/or paraprofessional social work and direct care staff.

*Social Work Supervisor 1:* supervisory level; oversees and supervises a social work program or department with ten or more social work staff, five or more of which must be Licensed Master Social Workers 1 and 2; develops, implements, and evaluates social work services; and may function as the assistant to a Social Work Supervisor 2.

*Social Work Supervisor 2:* supervisory level; oversees and supervises a social work program or department with 20 or more social work staff, 10 or more of which must be Licensed Master Social Workers 1 and 2; and develops, implements, and evaluates social work services.

### Illustrative Duties

#### *Licensed Master Social Worker 1*

The tasks and activities performed by a Licensed Master Social Worker 1 vary based on the agency, facility, program, and/or setting to which a position is assigned. Therefore, a Licensed Master Social Worker 1 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.

#### *Licensed Master Social Worker 2*

Independently performs the above tasks and activities of a Licensed Master Social Worker 1 for individuals with more serious and/or complicated mental, social, emotional, behavioral, developmental, and addictive disorders, conditions, and disabilities.

May supervise and train Licensed Master Social Workers 1, social work interns, and/or paraprofessional social work and direct care staff.

#### *Social Work Supervisor 1 and 2*

In addition to performing the above tasks and activities, Social Work Supervisors 1 and 2 perform the full range of supervisory duties over subordinate social work staff; and plan, develop, implement, and evaluate social work programs and services.

- Determines social work program priorities, goals, and objectives; and develops and monitors policies and practices to ensure consistency with regulatory requirements, agency policy, professional standards, and other relevant laws, rules, and regulations.
- Oversees administrative and reporting functions, including fiscal, human resources, program statistical reports, and other support services; prepares social work program budget requests; and participates in the recruitment and selection of social work staff.
- Develops competency-based assessment tools and establishes staff performance standards.
- Reviews and evaluates clinical documentation and the ability of social work staff to assess and treat individuals, determine the quality and appropriateness of treatment and interventions provided to individuals, and ensure that documentation meets professional and regulatory guidelines.
- Evaluates the educational needs of social work staff and ensures social work staff maintain continuing education and licensure requirements.

### Minimum Qualifications

#### *Licensed Master Social Worker 1*

Open Competitive: possession of a license and current registration as a licensed master social worker in New York State.

#### *Licensed Master Social Worker 2*

Open Competitive: possession of a license and current registration as a licensed master social worker in New York State and one year of post-licensure social work experience.

#### *Social Work Supervisor 1*

Promotion: one year of service as a Licensed Master Social Worker 2, and possession of a license and current registration as a licensed master social worker in New York State.

#### *Social Work Supervisor 2*

Promotion: one year of service as a Social Work Supervisor 1, and possession of a license and current registration as a licensed master social worker in New York State.

## Parenthetic Attachment

*Social Work Supervisors 1 and 2 (Licensed Clinical Social Worker)*: perform the above tasks and activities of Social Work Supervisors 1 and 2; possess and maintain licensure as licensed clinical social workers; diagnose mental, emotional, behavioral, addictive, and developmental disorders and disabilities and the psychosocial aspects of illness, injury, disability, and impairment; administer and interpret tests and measures of psychosocial functioning; develop and implement assessment-based treatment plans; and provide psychotherapy and psychotherapeutic treatment to individuals in accordance with Article 154 of the Education Law.

## Minimum Qualifications

### *Social Work Supervisor 1 (LCSW)*

Promotion: one year of service as a Licensed Master Social Worker 2, and possession of a license and current registration as a licensed clinical social worker in New York State.

### *Social Work Supervisor 2 (LCSW)*

Promotion: one year of service as a Social Work Supervisor 1 (LCSW), and possession of a license and current registration as a licensed clinical 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 which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 12/2021

KAC