

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

Classification Standard

Occ. Code 8159510

Social Work Supervisor 1, Grade 23	8159510
Social Work Supervisor 2, Grade 27	8159530

Brief Description of Class Series

Social Work Supervisors are licensed professionals who oversee and direct social work programs for individuals* in State facilities, programs, and settings. Incumbents plan, develop, implement, and evaluate social work services; and provide clinical and administrative supervision to social work staff.

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

Social Work Supervisor 1: 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; develops, implements, and evaluates social work services; and may assist a Social Work Supervisor 2 in the oversight of a large social work program or department.

Social Work Supervisor 2: 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; and develops, implements, and evaluates social work services.

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 wellbeing of individuals.

Licensed Master Social Workers are licensed professionals who provide social work services to individuals in State facilities and programs; 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.

Illustrative Duties

Social Work Supervisor 1

Performs the full range of supervisory duties over subordinate social work staff; and plans, develops, implements, and evaluates 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.

May assist a Social Work Supervisor 2 in the oversight of a large social work program or department; and serve as the director of such in their absence.

Social Work Supervisor 2

Performs the duties of a Social Work Supervisor 1 and directs a large social work program or department.

Minimum Qualifications

Social Work Supervisor 1

Promotion: possession of a license and current registration as a Licensed Master Social Worker in New York State and one year of service as a Licensed Master Social Worker.

Social Work Supervisor 2

Promotion: possession of a license and current registration as a Licensed Master Social Worker in New York State and one year of service as a Social Work Supervisor 1.

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.

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