

## PSYCHIATRIC SOCIAL WORKER I

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional psychiatric social work.

Employees in this class perform routine clinical treatment duties independently after initial training and participate in the full range of complex professional duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Conducts clinical interviews with patients, relatives and other appropriate persons to obtain pertinent information for the purpose of formulating a diagnosis of psychosocial problems.

Participates in the development of a diagnostically based treatment plan.

Performs indirect services to include case conferences and final disposition of cases.

Conducts group and individual psychotherapy, play therapy, family therapy, behavior therapy and other forms of behavior modification.

Confers with medical/nursing staff, psychology, rehabilitation, educational and other professionals regarding specific cases.

Makes referrals to other community resources as appropriate.

Screens walk-ins and referrals to determine appropriateness for services.

Maintains comprehensive case records and statistics.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, techniques and practices of social casework.

Knowledge of the dynamics of human behavior applicable to diagnostic or treatment interviews.

Knowledge of the problems of personal and social adjustment within a psychodynamic framework.

Ability to utilize relevant personality theory, casework methods, supervision and consultation in clinical social work practice.

Ability to make work decisions in accordance with program guidelines.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to function constructively under the pressures and risks involved in working with persons having complex social, physical, emotional and related problems.

Ability to prepare accurate case histories and factual reports.

Ability to develop diagnostic skills in the development of treatment plans.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from a recognized school of social work with a Master's degree in psychiatric social work or related field that required a clinical practicum or internship.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: July 1980

  
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DAVID R. FLORES  
Executive Director,  
Civil Service Commission