

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38744
Job Class Code:	770	Salary Schedule:	ASRRASHSS
EEO Category:	02	Grade:	16
Workers Comp Code:	8833		

Job Code Established:	01/21/90	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Psychiatric Social Worker Series

JOB CODE TITLE: PSYCHIATRIC HOSPITAL SOCIAL SERVICE REPRESENTATIVE I

HRIS TITLE: PSY HOPS SOCIAL SVC REP I

CHARACTERISTICS OF THE CLASS: No established standards for the class. Has the authority to make recommendations for various aspects of treatment and discharge planning. Interviews psychiatric patients and their families; analyzes and evaluates family and social conditions and backgrounds of patients; writes social histories and summaries; participates in discharge planning. Work product consists of social summaries and evaluations; discharge plans. Responsible for quality and effectiveness of social services to patients and families; for timely completion of reports.

EXAMPLES OF DUTIES: Writes or dictates evaluation or discharge summaries, treatment plans, or progress reports relating to treatment of patients or clients in a program of psychotherapy. Writes detailed reports summarizing data acquired by investigation and research into client's social, family, financial, and employment situation or prospect, as a basis for a case action. Confers with other staff members, specialists, consultants and members of the treatment team, discussing, planning and determining courses of action in patient or client care, treatment or case determination. Discusses patient's or client's situation with responsible party; attempts to evaluate resources in the family for support of client's treatment program. Confers with physicians to discuss, plan, and determine courses of action in patient or client care. Composes a complete social history of client's family as part of information base for a treatment or social service program. Confers with other practitioners and technical experts in own field of specialization, in order to broaden knowledge, acquire specific information or obtain advice or consultation.

Attends staff meetings relating to patient care or client treatment; gives and receives information, participates in problem solving and decision making. Discusses client's current situation with client, listens, offers suggestions, and helps client with perception, self realization or orientation, in accordance with program goals and objectives. Interacts personally on a face to face basis with clients in a helping role, as determined by program concepts, goals, and objectives. Reads incoming correspondence, memoranda or reports; plans and formulates response, subsequent action or routes to files or other destination. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work system operation. Attends professional seminars, meetings, conferences; gives and receives information, participating in problem-solving and decision-making.

WORK CONDITIONS: Works with psychiatric patients in a state hospital.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: current concepts of basic human needs and responses, and of needs and responses of persons who have specified psychological problems; currently accepted concepts and theories of social psychology and dynamics of family relationships; state and community resources for assistance to persons with serious psychological problems; current concepts, theories and terminology used in diagnosis and treatment of persons with psychological needs.

Skill/Ability to: interviewing to elicit information; oral and written communication; evaluation of family and social situations and relationships; personal interaction with psychiatric patients and their families.

Experience and Education: Typical ways to obtain the KSAs would be:

- Master's degree in social work with a concentration in direct practice; OR
- a Bachelor's degree in social work and two years of post degree work in social services in a psychiatric, clinical or hospital setting.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.