

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38745</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>8833</b>		

<b>Job Code Established:</b>	<b>01/29/90</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/04/03</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Psychiatric Social Worker Series

**JOB CODE TITLE:** PSYCHIATRIC SOCIAL WORKER

**HRIS TITLE:** PSY SOCIAL WORKER

**CHARACTERISTICS OF THE CLASS:** Works with psychiatric patients in a state hospital. Authority to make decisions on discharge plans and recommendations on treatment plans. Participates in treatment planning or diagnostic workup as member of evaluation or treatment unit staff. Interviews psychiatric patients and families; conducts discharge planning; conducts family therapy and writes social histories and summaries.

**EXAMPLES OF DUTIES:** Devises or develops treatment or service plan for client, based on knowledge of client's situation, gained from interviewing and gathering case information. Reads and evaluates social service reports, social histories, evaluation reports on social conditions or problems; makes case decisions or authorization. Conducts thorough investigation of community and family life of client. Including home visits and collateral contacts with school officials, police, employers and others, as basis for case disposition and case decisions. Carries out family therapy or counseling by meeting with family or client (usually including the client) and leading or moderating a discussion of problems and resolutions. Interacts personally on a face-to-face basis with clients in a helping role, as determined by program concepts, goals and objectives. Composes a complete social history of client's situation with responsible party; attempts to evaluate resources in the family for support of client's treatment program. Confers with other staff members, specialists, consultants and members of the treatment team, discussing, planning and determining course of action in patient or client care, treatment or case determination. Confers with representative of various community resources agencies or organizations, seeking assistance for patients or clients. Testifies in court as official witness. Prepares in writing affidavits, court petitions, guardianship or conservator papers on behalf of patient or client. Conducts group psychotherapy sessions as leader or moderator. Confers with physicians to discuss, plan and determine course of action in patient or client care. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Reads incoming correspondence, memoranda or reports; plans and formulates response, subsequent action or routes to files or other destination. Performs related work as required.

**WORK RESULTS/PRODUCTS:** Treatment plans (as team member); social summaries and evaluations; discharge plans.

**RESPONSIBILITY:** for completed discharge plans; for quality and effectiveness of social services to patients and families; for timely completion of reports.

**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. Knowledge of currently

accepted concepts and theories of social psychology and dynamics of family relationships. Knowledge of State and community resources for assistance to persons with serious psychological problems. Knowledge of current concepts, theories and terminology used in diagnosis and treatment of persons with psychological problems.

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

**Prefer:** Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted. Typical ways to obtain the KSAs would be: A Master's degree in social work with a concentration in direct practice and one year of post degree work experience in a psychiatric, clinical or hospital setting.