



SOCIAL WORKER SUPERVISOR

CHARACTERISTICS OF WORK:

This is social work in a medical, psychiatric or institutional setting. An employee in this class is responsible for guiding and coordinating the activities of a group or unit of social services assistants or social workers engaged in casework, individual therapy, group work, and community services primarily in an institution or health center environment. Work involves the assignment of cases to workers for investigation, diagnosis, and treatment or referral; the review of cases for quality of service and compliance with regulations; the training and supervision of workers through individual conferences and departmental staff meetings; and the performance of direct casework and group work services. Work is performed under the general supervision of a Social Services Director and/or Unit Director, Review of the incumbent's performance is periodically made through conferences and reports.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Must be licensed to practice Master's level social work (LMSW or above) in the State of Mississippi.

AND

Experience:

Seven (7) years of experience related to the described duties.

Documentation Required: Applicants must attach a valid copy of his/her current wallet-size social worker license.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Coordinates the responsibilities of professional social workers by providing guidance for the staff in the execution of their services to the hospitals, after care patients, and families of patients and by assigning cases to the staff.

Provides direct casework and group work services and conducts marital case conferences with patients and families.

Serves as liaison between staff and departmental, county, state officials regarding policies, procedures, and directives.

Conducts meetings periodically to increase the workers' understanding of policies and procedures.

Monitors, reviews, and assesses patients' case records and charts.

Assists in developing policies and procedures for designated unit.

Serves on hospital committees as assigned.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.