

DIRECTOR OF SOCIAL WORK**Nature of Work**

Under administrative direction, at the advanced level, develops and directs an integrated psychiatric social work program. Performs related work as required.

Examples of Work

Formulates and carries out policies, procedures and goals for the social work program in a state facility.
 Attends and participates in administrative staff conferences.
 Plans student and other in-service training programs and assists in the selection of social work staff.
 Directs and supervises the work of the psychiatric social workers and students, which includes research, training, education and community activities.
 May represent the institution or clinic on local and state community health and welfare councils.

Knowledge, Skills and Abilities

Knowledge of the techniques and principles of social work.
 Knowledge of the social aspects of mental illness and mental deficiencies.
 Knowledge of administrative procedures.
 Knowledge of the organization and background of health and medical care programs.
 Ability to work with people.
 Ability to present ideas clearly and concisely.
 Ability to organize, plan and executive work effectively.
 Ability to aid in the coordination of health programs.
 Ability to exercise good judgment in evaluating situations and making decisions.

Minimum Qualifications

Training: Master's degree in Social Work from an accredited college or university.

Substitution: Bachelor's degree in Social Work, Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an accredited college or university and one year of full-time or equivalent part-time paid experience as a social worker in a public or private health or human services agency may be substituted for the required training.

OR

Current West Virginia Social Work License

DIRECTOR OF SOCIAL WORK (CONT'D)

Minimum Qualifications (Cont'd)

Experience: Four years of full-time or equivalent part-time social services experience, two years of which must have been in a psychiatric setting utilizing the coordinated services of a psychologist, psychiatrist, and a psychiatric social worker. One year of the four years must have also included full-time supervision of workers and/or students in social work.

Special Requirement: Eligible for Temporary Social Work License OR Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

Established: 8/20/92
Revised: 10/5/2000, 02/01/2001
Effective: 02/01/2001