

MHSC Clinical Supervisor – Behavioral Health

About NYC Health + Hospitals

Empower Every New Yorker — Without Exception — to Live the Healthiest Life Possible

NYC Health + Hospitals is the largest public health care system in the United States. We provide essential outpatient, inpatient and home-based services to more than one million New Yorkers every year across the city's five boroughs. Our large health system consists of ambulatory centers, acute care centers, post-acute care/long-term care, rehabilitation programs, Home Care, and Correctional Health Services. Our diverse workforce is uniquely focused on empowering New Yorkers, without exception, to live the healthiest life possible.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

This position is restricted for use for the Mental Health Service Corps (MHSC), a comprehensive workforce development program of the Mayor's Office of Community Mental Health, that aims to build a diverse generation of Social Workers, equipped to provide behavioral health services in a variety of settings to promote and protect the well-being of all New Yorkers.

Scope: Under supervision of the MHSC Senior Clinical Social Work Supervisor (Associate Director of Social Work) or his/her designee, is responsible for the Social Work clinical services provided by the MHSC Social Work trainees within Behavioral Health Services. Acts as clinical supervisor and provides advisory service relating to community issues and resources

SPECIFIC TASKS AND RESPONSIBILITIES:

1. Provides clinical and administrative supervision to the Social Work staff assigned to the MHSC program.
2. Collaborate with MHSC training team to reinforce learning and application of evidence-based practices in clinical work with patients.
3. Coordinates with site supervisor adequate coverage and continuity of patient care at all times.
4. Monitors and oversees staff's caseload in coordination with site supervisor
5. Coordinates staff activities to meet the needs of their assigned unit and other programs of the Departments of Psychiatry and Social Work.
6. Participates in the formulation of standards, policies, and procedures for orientation, supervision, and in-service training of MHSC Social Work trainees
7. Provides orientation to new MHSC staff and updates incumbent staff of changes in policy, procedures, or standards.
8. Oversees MHSC trainee's time and leave schedules to ensure patient continuity of care and compliance with network policies and procedures.
9. Monitors MHSC trainee's activities to ensure compliance with all the above.
10. Ensures that staff documents all interventions and continuing care plans in the patient's medical record in accordance with departmental and hospital policies.
11. Collaborates in completing performance evaluations for MHSC trainees
12. Gathers information needed to complete monthly statistical reports for both the Hospital and MHSC.
13. Participates in the MHSC's training program

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14. Participates in MHSC Leadership and Performance Improvement Committees/Meetings.
15. Conducts and/or attends individual, unit, departmental, intra/inter hospital, and community meetings as mandated by the administration and or supervisor.
16. Demonstrates knowledge about departmental, facility, network, city, state, federal and Joint Commission standards and regulations.
17. Ensures compliance with Child Protection, Elder Abuse and Domestic Violence policies, procedures and laws.
18. In the temporary absence of the supervisor, may perform the duties of that position.
19. Performs other duties assigned by supervisor as needed.

DIRECT LINE OF PROMOTION:

None. This is in the non-competitive class of positions.

**QUALIFICATIONS FOR THE JOB:
CERTIFICATION(S)/NYS LICENSE(S):**

1. A Master’s Degree from an accredited School of Social Work.
2. License (clinical) issued (LCSW) by the NYS Department of Education.
3. A minimum of three year’s supervisory experience in hospital/community Social Work.

EQUIPMENT/MACHINES OPERATED:

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COMPUTER PROGRAMS/SOFTWARE OPERATED:

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YEARS OF EXPERIENCE:

- 3 years supervisory experience or SIFI certificate

KNOWLEDGE AND SKILLS:

1. Able to document effectively all interventions and continuing of care plans in the patient’s medical record in a clear, concise and legible manner.
2. Able to type and utilize electronic medical records
3. Able to prioritize and accomplish multiple tasks.
4. Able to understand the impact of disease process on psychosocial functioning.
5. Knowledge of social work techniques in working with individuals, groups and families.
6. Knowledge of hospital and community resources.
7. Knowledge of Human Resources Standards, Rules and Regulations
8. Knowledge of Medicare, Medicaid, Managed Care and discharge planning regulations.
9. Knowledge of Substance Use/Abuse: behaviors, interventions and resources.
10. Knowledge of Child Abuse and Neglect: how to identify and report.

SPAN OF CONTROL (# and Type of Staff Directly Supervised)

Up to 12 MHSC Level I Social Workers

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11. Knowledge of Domestic Violence, Sexual Assault/Rape, and Elder Abuse
12. Knowledge of Elisa’s Law
13. Knowledge of Kendra’s Law
14. Knowledge of Joint Commission standards of care.
15. Knowledge of Mental Hygiene Law and Regulation.
16. Knowledge of NYC DOHMH and NYS OMH/OASAS guidelines
17. Knowledge of Code 405 Title 18

Special Note:

Section 424-a of the New York Social Services Law requires an authorized facility to inquire whether a candidate for employment with child-care responsibilities has been the subject of a child abuse and maltreatment report. The facility has the discretion to assign a candidate who has been the subject of a child abuse and maltreatment report to a position with no child-care responsibilities.