



Office of Human Resources
Clinical Social Work Team Leader - CO0565
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General Statement of Duties

Performs supervisory duties over professional social workers engaged in performing a variety of social services activities, provides direction and long range and short term planning, and assists with policy and procedure development and implementation.

Distinguishing Characteristics

This class performs supervisory duties over professional social workers. This class is distinguished from the Director of Clinical Social Work that performs management level work through subordinate supervisors and professional staff involved in providing social work services, provides leadership, direction, and long range and short term planning, directs policy development and performance criteria, and makes budgetary and resource allocation decisions. This class is distinguished from the Senior Clinical Social Worker that provides intensive social work services including case management, assessment, counseling, and evaluation that require independent judgment and a significant understanding and application of professional principles and departmental standards.

Level of Supervision Exercised

Supervises two or more social workers.

Essential Duties

Supervises professional social workers engaged in performing a variety of social services activities including assessment, counseling, referral, and related services.

Assigns cases, meets with social workers to discuss status of cases, problems encountered, basis for actions, and alternative solutions, reviews and discusses progress of cases and worker's reports, provides technical guidance and direction in unusual and non-standard situations, and work for adherence to guidelines and standards.

Provides administrative support and assists in developing, implementing, and/or interpreting policies, procedures, and programs and communicates with the clinical social worker management team regarding staff, service activities, and problems needing departmental attention.

Trains social workers in social work techniques and methodologies, orients workers with appropriate laws, policies, regulations, and procedures, and ensures that work conforms to standards, regulations, and laws of state and federal agencies.

Plans, organizes, conducts, and documents department Performance Improvement activities and other task groups as needed.

Consults with other hospital departments regarding psychosocial aspects of patient care and community resources.

Identifies new and changing resources and programs in the community in order to provide services to patients, negotiates referral and application procedures for these services, and facilitates exchange of information between community agencies and staff.

Coordinates with county Human Services Agencies financial, medical assistance, and service programs which they administer and effect patient needs.

Researches, writes, and administers grant funded projects.

Complies with rules and laws effecting practice including maintaining an active Colorado State License of Clinical Social Worker and credentialing required by the department and observes rules governing ethical practice and relevant laws to social work practice.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of the theories and practices of counseling and social work sufficient to perform the duties related to the work assignment.

Skill in applying theories, precedents, and techniques of social work for treatment of a client's behavior.

Education Requirement

Master's Degree in Social Work.

Experience Requirement

Three (3) years of experience of the type and at the level of Senior Clinical Social Worker.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

Must be a licensed Clinical Social Worker under the provisions of the Colorado Revised Statutes for the State Board of Social Worker Examiners.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Contacts with clients under a wide variety of circumstances.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Licensure/Certification

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: O-807

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: