

MEDICAL SOCIAL WORK SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Social Services and involves responsibility for participating in the development of medical and medical social case work policies and procedures, and in interpreting medical and medical case work policies to the Social Services Accounting Staff and to the health agencies in the community. Work is performed under the administrative direction of the Commissioner of Social Services and the professional and technical direction of the Director of Social Services, the medical director or consultant. Supervision is exercised over medical workers, and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, organizes, coordinates and supervises the medical social case work activities of the department;

Participates in the development of medical and medical social work case work policies and procedures;

Interprets medical and medical social case work policies to the social service and accounting staff, and to the health agencies in the community;

Acts as medical social case work consultant to the social service staff;

Interprets to attending physicians social factors pertaining to individual cases;

Utilizes effectively community medical and health resources, and participates in the training of the case work staff by interpreting the meaning of disease and disability as they affect the individual;

Establishes and maintains records of medical needs of individual patients, of medical social trends, and of medical item costs and uses these records in the interests of sound program development;

Receives from hospitals and attending physicians the treatment recommendations for individual patients, and in consultation with case work staff, completes arrangements to carry out such recommendations;

Participates in the determination of medical need in individual cases;

Approves payment for medical care items;

Establishes and maintains effective working relationships with the medical and allied professions, with hospitals, and with health agencies in the community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the practices and procedures of medical social case work, and of social factors affecting disease and ability to apply these in the performance of duties; comprehensive awareness of what constitutes a high quality of medical care; comprehensive knowledge of Federal, State and local medical resources, and of the professional responsibilities of the different specialties within the medical profession; thorough knowledge of Federal, State and local laws affecting the medical and health programs; ability to administer the medical social program; ability to develop a medical social program and secure its integration into the other aspects of the total agency program; ability to interpret the medical program of the agency to staff and to the health agencies of the community; ability to plan, organize, coordinate and supervise work of subordinate employees; understanding of the proper use of diagnostic information and ability to make use of such information without violating medical ethics; imagination; sound judgment; tact.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or a New York State registered four year college or university with a Bachelor's Degree in nursing, **AND** licensed to practice and current registration as a registered nurse in the State of New York, **AND** five (5) years of experience in social case work, with a social or health agency adhering to acceptable standards; two (2) years of which recent experience must have been in the field of medical social work; one (1) year of which must have been in a supervisory capacity; **OR**
- (B) Graduation from an accredited school of nursing **AND** licensed to practice and current registration as a registered nurse in the State of New York, **AND** six (6) years of experience in social case work with a social or health agency adhering to acceptable standards; two (2) years of which recent experience must have been in the field of medical social work; one (1) year of which must have been in a supervisory capacity; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.