STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CLINICAL SOCIAL WORKER III	**39***	**B**	**10.151**
CLINICAL SOCIAL WORKER II	**37***	**B**	**10.144**
CLINICAL SOCIAL WORKER I	**35***	**B**	**10.150**

SERIES CONCEPT

Clinical Social Workers provide clinical services to clients/inmates in a residential, home, inpatient, outpatient, rehabilitation, correctional or similar setting. Clinical social work is defined as the application of methods, principles and techniques of case work, group work, community organization, administration, planning, consultation, research and psychotherapeutic methods and techniques to persons, families and groups to facilitate the diagnosis and treatment of family issues, mental and emotional conditions, illnesses and disorders, and developmental delays.

Perform client/inmate evaluations and assessments through interviews with client/inmate, families and friends and review of medical records including social, developmental, and medical history; determine strengths, presenting problems, resources, and eligibility for applicable programs and services; and identify appropriate interventions.

Perform crisis interventions including client/inmate restraint or appropriate behavioral and environmental controls for clients/inmates who may be hostile, combative, aggressive or assaultive; follow established protocols and policy in order to protect clients/inmates, staff, family, and others potentially at risk due to client/inmate behavior; recommend and complete documentation for voluntary and involuntary hospitalization.

Participate in treatment planning and implementation by attending treatment team meetings, case conferences, or client/inmate sessions; report direct observations regarding client/inmate progress and recommend changes in the treatment plan as appropriate; evaluate necessary daily living skills and educational and vocational service needs; develop and coordinate treatment plans and implement interventions with clients/inmates in order to achieve treatment goals.

Conduct individual, family and group therapy or intervention sessions with clients/inmates by applying a variety of therapeutic techniques in order to effect change in client/inmate behavior; determine the duration and appropriate method of therapy or intervention; establish priorities to deal with problems; identify and implement changes in the treatment process as determined by client/inmate progress.

Develop and implement discharge and aftercare plans; provide information to clients/inmates regarding available resources to achieve treatment goals and facilitate client/inmate return to the least restrictive environment possible; act as an advocate through interactions with external agencies and organizations such as the courts, welfare, school, juvenile justice, probation and parole, and related social service agencies and community organizations.

Provide case management services; develop treatment plans and monitor client progress; identify, obtain, coordinate, monitor and evaluate resources and services to meet client and care provider needs; assist clients in obtaining financial assistance; coordinate treatment with outside agency service providers; monitor work sites, school, and community residential placements; advocate for the client to ensure goals are accomplished and prepare and submit reports to courts and other agencies.

*** Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.**

SERIES CONCEPT (cont'd)

Develop and inspect housing arrangements such as board and care homes and supported living arrangements; conduct home visits, monitor provider's delivery of services and quality of care, and reassess client needs in order to track client progress and well being, evaluate treatment plan effectiveness, and manage resources;

contact family members, friends, employers, other hospitals or treatment programs, and social service agencies to follow up and monitor care provided according to the treatment plan; write contracts for services according to established procedures.

In hospital settings perform psychosocial evaluations and hospital casework; provide program consultation, discharge planning, and arrange for home health aftercare.

Report client/inmate contacts and progress by documenting information in client/inmate charts; track and record information for statistical purposes; write required reports at established intervals; complete billing forms and other documentation as required.

Review clinical records written by professionals, paraprofessionals, and technical staff to monitor and evaluate treatment effectiveness, ensure service delivery goals are met, make appropriate recommendations, and ensure documentation is completed according to established policy and procedures.

Review and evaluate program services and activities to ensure conformance to agency policies, applicable accreditation standards, licensing requirements, and community standards of care.

Supervise lower level professional and paraprofessional staff, university students and interns as assigned; provide clinical supervision and consultation regarding clinical practices and procedures.

Develop and present in-service training regarding current social work topics, issues and procedures; consult and educate representatives of community service agencies and referral services; attend training seminars and participate in on-going professional development; and assist in training university students as assigned.

Perform related duties as assigned.

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CLASS CONCEPTS

Clinical Social Worker III: Positions allocated to this level perform the full range of duties described in the series concept, evaluate efficiency and effectiveness of programs and either:

1) Serve as a first line supervisor for professional staff and support personnel. Supervisory duties include performance evaluations, training, assigning and reviewing work, counseling and discipline. In some settings this may include providing administrative supervision to higher level professionals such as psychologists and psychiatrists; or

2) Manage a program area or entity independently. Management duties include overseeing the delivery of professional services, responsibility for staff coverage, space and equipment needs, budget development and monitoring, developing policies and procedures, and ensuring compliance with applicable regulations, program guidelines, and agency policy.

Clinical Social Worker II: Positions allocated to this level perform the broad range of duties described in the series concept and consistent with the license requirements established by the Board of Examiners for Social Workers. This is the journey level in the series.

CLASS CONCEPTS (cont'd)

Clinical Social Worker I: Positions at this level receive direct supervision while performing all or part of the duties described in the series concept. Incumbents receive training and gain experience while working toward licensure by the Board of Examiners for Social Work. This is the entry level class in the series and incumbents may progress to Clinical Social Worker II upon receipt of their license.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* Some positions require work on evenings, weekends and/or holidays.
* Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.
* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening for controlled substances.

INFORMATIONAL NOTES:

* Incumbents must obtain and maintain licensure or provisional licensure to engage in social work as a Clinical Social Worker or associate in social work in accordance with NRS Chapter 641B and the regulations adopted by the Board of Examiners for Social Workers.
* Persons employed by a government agency on July 1, 1988 as a social worker, supervisor of social work or administrator of social work who were performing clinical social work duties, and who possess a license to practice as an associate in social work and who meet the experience requirements are eligible to compete in the selection process for this series.

CLINICAL SOCIAL WORKER III

EDUCATION AND EXPERIENCE: Licensure as a Clinical Social Worker by the Board of Examiners for Social Workers, and one year of post-licensure experience in a clinical setting. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: community and family system approaches to treating individuals with mental illness, mental retardation, and developmental delays; supervisory principles and practices. **General knowledge of:** mental health, mental retardation, and developmental service delivery systems, philosophy and policies at State and national levels including types of client services, fiscal, and clinical accountability. **Ability to:** interpret and implement federal, State and agency regulations, statutes, policies and procedures; provide consultation to other professional staff; assign and review work; evaluate employee performance and provide constructive feedback; determine appropriate training and equipment needs of assigned personnel; facilitate staff meetings; make verbal and written presentations on treatment methods and programs; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: supervisory principles and practices; State personnel policies and procedures; agency purchasing procedures. **Ability to:** supervise lower level Clinical Social Workers, other professional and support staff, and interns; anticipate needs and prepare budget requests; analyze, assemble and report data.

MINIMUM QUALIFICATIONS (cont'd)

CLINICAL SOCIAL WORKER II

EDUCATION AND EXPERIENCE: Licensure as a Clinical Social Worker by the Board of Examiners for Social Workers. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: theories and principles of counseling and psychotherapy; symptoms, characteristics and treatment of mental illness, mental retardation, emotional and behavioral disorders; developmental delays and family functioning; crisis intervention techniques; case management practices and procedures; individual, marital, group and family intervention techniques; family systems approaches to treating individuals with mental illness, mental retardation, and development delays; treatment team dynamics; psycho-diagnostic techniques; laws governing abuse and neglect of clients/inmates; ethical standards of care and treatment; oral communication skills sufficient to confer with colleagues, clients/inmates and others; pre-vocational training and supported employment procedures. **General knowledge of:** psychotropic medications including desired effects, common side effects, and drug interactions; licensing regulations applicable to the assigned clinical setting; psychometric testing; clinical (peer) review procedures. **Ability to:** assess, develop and implement treatment plans and goals; write comprehensive evaluations, reports and recommendations; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: agency, divisional and State policies and procedures related to client care; court processes and systems. **Ability to:** manage a caseload of individuals with significant mental, emotional and psychological problems and related disorders; transition clients/inmates from a hospital, residential or correctional setting into the community; modify and/or adapt clinical intervention procedures to meet specific identified needs of clients and families; observe and detect signs of psychological disorders or developmental disabilities; organize resources to meet the needs of clients and families with multiple problems; make oral presentations concerning treatment plans, goals and results.

CLINICAL SOCIAL WORKER I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in social work and an internship approved by the Board of Examiners for Social Workers. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: theories and principles of counseling and psychotherapy; symptoms, characteristics and treatment of mental illness, mental retardation, emotional and behavioral disorders; developmental delays and family functioning; crisis intervention techniques; case management practices and procedures; individual, marital, group and family intervention techniques; family systems approaches to treating individuals with mental illness, mental retardation, and developmental delays; treatment team dynamics; laws governing abuse and neglect of clients/inmates; normal and abnormal human growth, behavior and development; client/inmate rights and confidentiality of information; effects of substance abuse on mental, emotional, and human growth and development; services, roles and responsibilities of human services agencies in the community. **Ability to:** assess and utilize social, agency and community resources; establish rapport and appropriate clinical relationships with clients/inmates, their families and care providers; develop and maintain effective and cooperative working relationships with co-workers, medical and mental health professionals, social service agency representatives and others; read and interpret client/inmate charts; assemble, analyze and report data related to treatment and services for clients/inmates; apply principles, practices, techniques and trends in clinical social work to specific situations; negotiate and write contracts for client housing and services; apply code of ethics to practical situations; communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS (cont'd)

CLINICAL SOCIAL WORKER I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities of Clinical Social Worker II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	10.151	10.144	10.150
ESTABLISHED:	11/18/77	6/20/55	5/1/61
REVISED:	8/27/79-3	1/1/69	1/1/69
REVISED:	7/1/86R	2/26/76	2/26/76
	7/18/86-3		
REVISED:	2/10/88-3	11/18/77	11/18/77
REVISED	8/19/88-3	8/27/79-3	7/1/86R
			7/18/86-3
REVISED:	7/1/89P	7/1/86R	
	8/19/88PC	7/18/86-3	
REVISED:	10/19/90-3	2/10/88-3	2/10/88-3
REVISED:	11/17/93UC	8/19/88-3	8/19/88-3
REVISED:		7/1/89P	7/1/89P
		8/19/88PC	8/19/88PC
REVISED:		10/19/90-3	10/19/90-3
REVISED:		11/17/93UC	11/17/93UC
REVISED:	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG