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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email [cchrs@chqgov.com](mailto:cchrs@chqgov.com)  
Phone (716) 753-4237 • Fax (716) 753-4686 • Website [www.chqgov.com](http://www.chqgov.com)

### **STAFF SOCIAL WORKER**

**Full-Time w/Benefits  
35 Hrs./Wk. @ \$27.90/Hour**

Chautauqua County's Department of Mental Hygiene is seeking to fill one Full-Time Staff Social Worker position within the Dunkirk, NY office. This position is full-time, 35 hours per week starting at \$27.90/hour. Chautauqua County Government also offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

All applicants must meet the minimum qualifications listed below and **MUST** submit an application available on the Chautauqua County Government's website: [www.chqgov.com](http://www.chqgov.com) click on "Employment" in order to be considered for the position. **No resumes, emailed or faxed applications will be accepted.**

Please mail completed applications to:

Chautauqua County Department of Human Resources  
Gerace Office Building  
3 North Erie St – Rm 144  
Mayville, NY 14757

Equal Opportunity Employer

### **STAFF SOCIAL WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties require the performance of social work to help individuals with psychiatric, social, emotional, chemical and related difficulties. This is professional work involving responsibility for providing individual, family and group treatment to enable individuals and their families to better manage the symptoms and sequelae of mental and emotional disorders in an effort to promote recovery. The Staff Social Worker functions as a member of a multi-disciplinary team and is responsible administratively to a higher-ranking supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Participates in the intake and screening of new clients, evaluating and assessing them and their presenting problems;

- Provides social work services to help clients adjust to their disabilities, and living situation;
- Refers clients to other governmental and non-governmental agencies;
- Compiles client charts, and case studies with appropriate data from various sources such as professional staff and clients' families to establish an overall approach to the solution of clients' mental and social problems;
- Maintains information on community and health resources which can be utilized during the client's care;
- Functions as a member of an interdisciplinary treatment team;
- Provides individual, group and family therapy;
- Coordinates treatment programs with other human service agencies;
- Compiles case studies, recording pertinent information;
- Maintains timely treatment documentation in accordance with current regulations that clinics are bound to by oversight and regulatory agencies;
- Collects and maintains appropriate data for administrative and clinical purposes;
- May provide training to staff and supervise social work students participating in field placement work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles, methods, procedures and practices of social work; thorough knowledge of community resources and how to use them effectively on behalf of clients; good knowledge of theory, diagnosis and treatment of mental, social, emotional and chemical disorders; skill in communicating with both clients and colleagues to include ability to present case formulations; ability to document clearly and completely in keeping with current practice standards and regulations; ability to work effectively with others; ability to organize one's work; ability to prepare technical and informational data for both administrative and clinical purposes; good judgment; tact; physical condition commensurate with the demands of the position.

**MUST MEET MINIMUM QUALIFICATIONS:** Possession of a Master's Degree in Social Work from a regionally accredited or New York State registered college or university.

**\*Additional Requirements:**

1. Possession of New York State licensure as either a Licensed Master Social Worker or Licensed Clinical Social Worker within one year of appointment or completion of the probationary period, whichever occurs first, and continuous possession of that licensure during service in this classification.
2. Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.