

SOCIAL SERVICES SUPERVISOR

KIND OF WORK

Direction of a large social service unit in a state hospital or correctional institution.

NATURE AND PURPOSE

An employee in this class is responsible for planning, organizing and directing the social work program in a state hospital or an adult or juvenile correctional facility. Primary responsibility is to develop and maintain social service programs and to coordinate with other parts of the diagnostic treatment and rehabilitation process. The work also involves responsibility for making a continuing evaluation of the social service program and its relationship to the total institution program and for proper preparation, timing and flow of diagnostic reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises staff so that maximum coverage is obtained and each employee receives adequate training, evaluation and guidance.

Develops and implements policies and procedures so that each resident receives the highest quality treatment.

Encourages and provides training and professional development of staff so that the quality and quantity of service provided can be improved and expanded.

Serves on institution-based committees and attends staff meetings so that efforts of treatment groups are coordinated.

Acts as liaison between the institution and community base agencies and groups so that there is coordination and good communications in planning for services to developmentally disabled persons.

Reviews all admission requests so that all admissions meet established admission criteria.

Coordinates and supervises, in conjunction with various educational institutions, field training programs for students so that their knowledge may be enhanced through direct involvement with the mentally retarded and a residential facility.

Establishes and enforces standards of care and enforces legislatively imposed standards so that care and legal requirements are achieved.

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### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Modern case work principles, practices and techniques.

A hospital or correctional program and its services for diagnosis, treatment and rehabilitation.

Outside resources available, especially those resources of a public and private nature in the local community.

Ability to:

Plan, develop and direct a comprehensive social service program and coordinate it with other institution services.

Supervise other professional employees.

Establish and maintain effective working relationships with institutional staff, other public or private social service agencies, community leaders and the general public.

Est.: 8/55  
Rev.: 4/63

T.C.: 4/63  
Former Title(s): Hospital Social  
Services Supervisor