



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **MEDICAL SOCIAL WORK MANAGER** (Provisional* Appointment)

SALARY: \$58,330 - \$75,222 annually

DEPARTMENT: Monroe Community Hospital

JOB SUMMARY:

This is an administrative and professional medical social work position responsible for directing the Medical Social Work function at the Monroe Community Hospital in providing medical social work services to residents. Responsibility focuses on the administrative aspects of directing the unit, including long-range planning, policies and procedures development, budget oversight, the clinical consultative role in evaluating suggested plans of care and monitoring on-going services to residents. The Medical Social Work Manager represents the unit on standing committees of the Hospital. The employee reports directly to and works under the general supervision of an administrator of the Hospital with independence allowed for establishing internal procedures, schedules, and priorities for the unit, and for monitoring and evaluating staff performance. General supervision is exercised over a support staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Social Work, whose graduate program in Social Work has been accredited by the Council on Social Work Education and the New York State Education Department, plus five (5) years paid full-time or its part-time equivalent social work experience in the health care field, three (3) years of which shall have been in a supervisory capacity, and two (2) years of which shall have been in a long-term care facility.

NOTE:

Social Work experience in the health care field will include psychiatric social work, mental health social work, public health social work, and/or medical social work. The following types of experience WILL NOT be considered mental health/psychiatric or medical social work: general casework, community work in a drug abuse program, correction and parole work, social work in a child welfare agency or school program, work in local Department of Social Services Offices, counseling and human service work in agencies which are not health-related.

SPECIAL REQUIREMENTS:

Possession of a current certification or limited permit to practice Social Work (LMSW) issued by the New York State Education Department at time of examination; current certification required for appointment.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

In order to perform the duties of this position, an applicant should possess or be able to:

- Direct the staff of the Medical Social Work Department;
- Review and evaluate psychosocial assessments, histories, medical records and suggested treatment plans prepared by Medical Social Workers, and make recommendations for changes in treatment, as appropriate;
- Oversee annual budget submission for Medical Social Work department and monitor department expenditures during fiscal year;
- Oversee the planning and development of future departmental programs and policies;
- Represent the department at local, regional, state and national meetings;
- Participate in case conferences with the social work staff;
- Interview and recommend hiring of new employees;
- Coordinate the hospice program at the facility;
- Initiate and develop programs with outside agencies to expand the facility's role in the treatment of the chronically ill and developmentally disabled population.

THE FOLLOWING FACTORS WILL ALSO BE CONSIDERED:

Work Record and Attendance

NOTE: An employment application must be completed and submitted to:

MONROE COMMUNITY HOSPITAL
HUMAN RESOURCES
435 E. HENRIETTA ROAD
ROCHESTER, NY 14620

Applications can be downloaded from www.monroehosp.org or obtained in the Monroe Community Hospital Human Resources Office.

Posting Date: July 2, 2014

Posting Deadline: July 12, 2014

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.