

## SOCIAL WORK REGIONAL SUPERVISOR, CRIMINAL JUSTICE (2007)

### I. NATURE OF WORK:

A Social Work Regional Supervisor, Criminal Justice is a regional supervisor of professional social work providing clinical and therapeutic or forensic social work services in either a criminal justice or indigent defense environment. An employee working in a criminal justice environment provides clinical and therapeutic services to clients who have demonstrated a need for rehabilitative intervention because of behavioral factors or personality disorders and co-existing mental health, health, substance abuse or other social adjustment factors. The employee working in an indigent defense environment provides forensic social work services, including mitigation to clients charged with crimes or delinquent offenses and creates a defense strategy with Assistant Public Defenders for the legal disposition of criminal or delinquent cases. Employees in this classification supervise Social Workers Advanced, Criminal Justice, and Social Work Supervisors, Criminal Justice.

Employees in this classification receive general supervision from a Social Work Manager, Criminal Justice or other designated administrator or a District Public Defender, Division Chief or designee when assigned with the Office of the Public Defender. Employees generally work in correctional or detention facilities or other criminal justice or juvenile services environments, or public defender offices. Employees are frequently exposed to hazardous situations and must exercise vigilance and sound judgment when working with clients. Employees in this class may be required to work evenings and weekends.

The Social Work Regional Supervisor, Criminal Justice is differentiated from the Social Work Supervisor, Criminal Justice in that the Social Work Supervisor, Criminal Justice has full supervisory responsibility for Social Workers, Provisional, I and II, Criminal Justice assigned to a criminal justice or juvenile services facility or public defender office while the Social Work Regional Supervisor, Criminal Justice supervises Social Workers Advanced, Criminal Justice and Social Work Supervisors, Criminal Justice assigned to criminal justice or juvenile services facilities or public defender offices within a region. The Social Work Regional Supervisor, Criminal Justice is differentiated from the Social Work Manager, Criminal Justice in that the Social Work Manager, Criminal Justice is responsible for directing, coordinating and managing all activities of a departmental social work program in a criminal justice setting.

### II. EXAMPLES OF WORK: (Examples are illustrative only)

Plans, coordinates, supervises and evaluates the work of Social Work Supervisors, Criminal Justice and Social Worker Advanced, Criminal Justice;

Instructs staff in administrative and operating policies, procedures and practices regarding safety and security, treatment modalities, personnel practices and related matters;

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Completes required regional reports and makes appropriate recommendations to improve services;

Reviews progress reports and case material to assure compliance to standards and procedures for providing social work services within the region;

Assists in planning and conducting in-service training activities for social workers and related support staff;

Evaluates program and staffing needs within the region and coordinates temporary reassignments of staff within the region to maximize services to clients;

Represents the department at meetings, forums and study groups within and outside the agency;

Assists the program manager or other administrative official in the development of policies, procedures and treatment protocols;

Provides guidance and social work consultation to agency staff;

May recommend that inmates be transported between facilities within a region for the purpose of attending group counseling sessions;

Performs other related duties.

### III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, practices and ethics of professional social work;

Knowledge of the principles, practices and problems of social work supervision;

Knowledge of diagnostic criteria and language used in medical and mental health records, reports and planning;

Knowledge of criminal justice or juvenile services procedures and practices used to insure the safety and security of the public and institutions;

Knowledge of standards of conduct, personnel regulations and fair employment practices as they apply to professional social work staff in a criminal justice or juvenile services environment;

Knowledge of individual and group behavior;

Knowledge of the social aspects of physical and mental illness, disabilities and deficiencies;

Ability to identify and manage manipulative behavior;

Ability to instruct and mentor subordinate staff in providing individual and group therapeutic counseling, crisis intervention and on-going treatment to clients in a criminal justice or juvenile services environment and ensure confidentiality;

Ability to prepare accurate and cogent reports;

Ability to establish and maintain effective working relationships with staff of criminal justice or juvenile services institutions, such as correctional or detention facilities and juvenile services staff, public defender staff, court personnel and representative of other agencies and institutions, community organizations and public interest groups;

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Ability to plan, coordinate, supervise and evaluate the work of social work supervisors, licensed and unlicensed social work staff and other support staff.

### IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Determined by the State Board of Social Work Examiners under the licensing requirements for Social Workers.

Experience: Five years of experience providing clinical and therapeutic social work services through the application of the principles, methods and procedures of professional social work, to clients requiring rehabilitative counseling or forensic social work services, including eighteen months of experience completing assessments formulating diagnostic impressions, treating mental disorders and other conditions or providing psychotherapy as a certified social worker-clinical and one year of experience supervising lower level social workers providing clinical and therapeutic social work to clients.

Note: A doctoral degree in social work from an accredited college or university may be substituted for up to one year of the experience.

### V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Employees are required to be licensed as a certified social worker-clinical by the State Board of Social Work Examiners for eighteen months prior to appointment to social work supervisor positions in State service. (COMAR 10.42.08.04(2)(b), effective July 1, 2004).
2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

### VI. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. Employees are required to meet mandatory standards for continuing education as determined by the hiring department. Employees who fail to obtain the required continuing education credits shall be subject to disciplinary action including demotion, suspension and dismissal.

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2. Employees of the Department of Public Safety and Correctional Services and the Department of Juvenile Services must complete an approved training program in group counseling techniques.
3. Employees of the Department of Public Safety and Correctional Services and the Department of Juvenile Services may be required to complete the Level I Counseling course of the Maryland AIDS Professional Education Center.
4. Employees of the Department of Public Safety and Correctional Services and the Department of Juvenile Services must qualify for and successfully complete the Entry Level Training Academy operated by the Police and Correctional Training Commissions.
5. Employees of the Department of Public Safety and Correctional Services and the Department of Juvenile Services are required to complete the Correctional First Line Supervisors Training within one year of appointment.

DATE REVISED: November 1, 2006

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: \_\_\_\_\_  
Director, Division of Salary Administration  
and Position Classification