



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

MEDICAL AND PUBLIC HEALTH SOCIAL WORKERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Medical & Public Health Social Workers-B	G1022B	55	
Medical & Public Health Social Workers-O	G1022O	60	
Medical & Public Health Social Workers-A	G1022A	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Provide persons, families, or vulnerable populations with the psychosocial support needed to cope with chronic, acute, or terminal illnesses, such as Alzheimer's, cancer, or AIDS. Services include advising family care givers, providing patient education and counseling, and making necessary referrals for other social services.

Nature of Work

Medical and public health social workers provide psychosocial support to individuals, families, or vulnerable populations so they can cope with chronic, acute, or terminal illnesses, such as Alzheimer's disease, cancer, or AIDS. They also advise family caregivers, counsel patients, and help plan for patients' needs after discharge from hospitals. They may arrange for at-home services, such as meals-on-wheels or home care. Some work on interdisciplinary teams that evaluate certain kinds of patients, such as geriatric or organ transplant patients.

Some specialize in services for senior citizens and their families. These social workers may run support groups for the adult children of aging parents. Also, they may assess, coordinate, and monitor services such as housing, transportation, and long-term care. Medical and public health social workers may work for hospitals, nursing and personal care facilities, individual and family services agencies, or local governments.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in providing social work case practice services to clients with medical conditions, or in medical and public health settings and provide crisis intervention.
- Employees are assigned cases of minimal complexity and receive supervision in case decision-making.

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Recommended Education and Experience for Full Performance

Associate's Degree in Human Services or Social Sciences and four (4) years experience in mental health or substance abuse counseling.

Minimum Qualifications

High School diploma or GED and two (2) years of experience in a mental health and/or substance abuse counseling environment.

Operational

- Employees in this Role provide social work case practice services to clients and their families with medical conditions or in medical and public health settings and provide crisis intervention.
- Employees evaluate cases independently; formulate clinical treatment plans; may provide direct psychotherapeutic services.
- Employees conduct interviews for intake, assessment, diagnostics, referral, reassessment, etc.; formulate interventions, placements, and service plans; determine initial and on-going eligibility/request for service; participate in conducting assessments and reassessments; coordinate and monitor service delivery; and provide crisis and/or emergency services.

Recommended Education and Experience for Full Performance*

Bachelor's Degree in Human Services, Social Sciences, Social Work or Counseling and two (2) years experience in mental health or substance abuse counseling.

Minimum Qualifications

Associate's Degree in Human Services or Social Sciences and two (2) years experience in mental health and/or substance abuse counseling. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Advanced

- Employees in this Role organize and direct the case management activities of a unit or serve as program director for the social services program of an institution serving medical or public health social work needs.
- Employees may provide case management services, as well as plan, develop, and evaluate social service program delivery and crisis intervention.
- Employees direct and implement program policies and procedures; coordinate program plans and implementation with other agencies; provide consultation and in-service training to staff; and prepare administrative and programmatic reports.

Recommended Education and Experience for Full Performance

Bachelor's degree in Social Work (in accordance with NMAC 61-31-9) and four (4) years of experience in a social work setting such as social service agencies, healthcare, medical, educational settings, mental health, home health, hospice, developmental disabilities and other relevant experience, working with patients, clients, providers and families.

Minimum Qualifications

Bachelor's degree in Social Work (in accordance with NMAC 61-31-9) and two (2) years of experience in a social work setting such as social service agencies, healthcare, medical,

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educational settings, mental health, home health, hospice, developmental disabilities and other relevant experience, working with patients, clients, providers and families.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Philosophy and Theology — Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Service Orientation — Actively looking for ways to help people.

Reading Comprehension — Understanding written sentences and paragraphs in work related

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documents.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 10/21/2016 (min. quals. change)

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.