

## **SUMMARY**

Under the direction of the Director of Behavioral Health and Community Wellness, in partnership with the senior Licensed LCSW, and as a part of a multidisciplinary team the Licensed Clinical Social Worker (LCSW) will provide direct services including individual (including youth), couple, family and group therapeutic services to patients, including assessments, treatment plans and discharge planning.

## **ESSENTIAL DUTIES**

- Addresses referrals from providers including referrals via warm hand-offs
- Participates and daily huddles to assess needs and coordinate services
- Maintains weekly scheduled appointments in our electronic records systems called eCW
- Provide therapeutic services to patients and their families
- Work in collaboration with multidisciplinary team members including external partners
- Completes required documentation and paperwork including biopsychosocial assessments and treatment planning and implementation in a timely manner
- Participate in our SBIRT program
- Demonstrates cultural competency and commitment to patients
- Demonstrates commitment to the philosophy of the agency
- Maintain case load of 15 to 20 patients weekly, and minimum of 5 patients a day
- Other duties as assigned

## **SUPERVISORY RESPONSIBILITY**

The incumbent in this position does not have supervisory responsibility. However, he or she may be expected to provide leadership and instruction to volunteers and/or less experienced staff.

## **SERVICE VALUES**

All employees are expected to provide the very highest level of service to Clinic patients and their families. In addition, their work ethic is expected to reflect the Islamic values and moral principles that inspired its founders. These include the core values that are universally shared and revered by society at large:

**Service  
Compassion  
Human Dignity  
Social Justice  
Ethical Conduct**

## **ENVIRONMENT**

The environment for this position is medical clinic that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. In addition, the incumbent may travel via personal vehicle or public transportation throughout the community.

### **PHYSICAL ACTIVITY**

In the course of performing this work, the incumbent:

- Will spend substantial time standing, sitting, speaking and listening
- Must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds
- May travel via personal vehicle or public transportation to other facilities throughout Los Angeles

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **QUALIFICATIONS/POSITION REQUIREMENTS**

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines. Additional requirements include: 1) knowledge of electronic medical records; 2) knowledge of community and community resources; 3) ability to pass background check; 4) valid California State Driver's License; 5) TB Clearance; 6) flexibility to work overtime, holidays and weekends; 7) local travel required.

### **EXPERIENCE / KNOWLEDGE:**

To perform effectively in this position, the incumbent must have/be:

- Bilingual capacity with ability to provide services in English and Spanish
- Working knowledge of Clinic policies and procedures
- Licensed Clinical Social Worker (LCSW) or License Marriage and Family Therapist (LMFT) from the California Board of Behavioral Sciences.
- Experience supervising unlicensed staff.
- Knowledge and experience with evidence-based practices, including trauma informed care framework.
- Knowledge and experience working with co-occurring populations (chronic health conditions, mental health and substance use) with emphasis on children and adolescents.
- Strong clerical/administrative skills including personal computer skills (Microsoft Office software).
- Ability to make routine decisions and determine proper action based on experience within the limits of policy and procedures.
- Demonstrated oral/written skills in Spanish and English.
- Ability to work effectively with people of diverse cultures, ages and economic backgrounds a cultural competent and sensitive manner.

### **EDUCATION:**

Master's Degree in Social Work or related field from accredited university. LCSW or LMFT in good standing in State of California with minimum two years post-licensure

### **EQUIPMENT & SOFTWARE OPERATION**

The incumbent in this position may operate any/all of the following equipment:

- Telephone, cell phone, fax



Healthcare for all, inspired by Islam™

**JOB DESCRIPTION  
LICENSED CLINICAL SOCIAL WORKER**

- Computer, printer and related equipment
- Copy machine
- Personal automobile

Computer software may include any or all of the following:

- Microsoft Office
- Internet Explorer

Job Type: Full-time

Job Location:

- Los Angeles, CA 90003

Required education:

- Master's

Required language:

- Spanish

Required license or certification:

- LCSW