



Job Title

**Licensed Clinical Social Worker (LCSW)**

Department	Reports To	Prepared By	Approved By	Last Modified
Behavioral Health	Assistant Medical Director	Human Resources	CMO	2018-09-25

### **General Accountabilities**

- Monitors, evaluates, and records client progress according to measurable goals described in treatment and care plan.
- Interviews patient and family members; prepares psychosocial assessments, addressing all pertinent issues of participants.
- Works with outside agencies to ensure coordinated care for victims of domestic violence, etc.
- Assist in the detection of “at risk” clients and in the development of plans to prevent worsening of their condition.
- Evaluates data and works with a care team to develop a single plan of care that supports the patient’s overall health and well-being.
- Monitor and coordinate the delivery of health services for clients as related to behavioral healthcare, including linking with other treatment providers not only within the primary care setting but, with the clients’ permission, outside it as well.
- Function as a member of a multi-interdisciplinary team.
- Maintain protocols and procedures for integrated behavioral health activities.
- Participate in case conferences with appropriate medical and ancillary team members.
- Provide consultation to clinic management and other team members about behavioral services and suggested areas of outcome and program evaluation.
- Provide guidance regarding behavioral health policies and procedures to management teams as well as Board Directors and Directors and Advisory Boards.
- Promote and integrate behavioral health services.
- Attends and participates in behavioral health development programs, department related conferences and administrative meetings.
- Assists in the development of various program curricula.
- Setting up of EMR templates to meet the standard of care for behavioral health.
- Operationalizing a plan for universal screening and ongoing tracking of outcomes.
- Organizing and mapping a referral process for in-house mental health services and specialty mental health.
- Discuss recruitment and retention for behavioral health staff.
- **\*The company reserves the right to add or change duties at any time.**



### **Job Qualifications**

- Education: Master of Social Work (MSW).
- License: Licensure as a Licensed Clinical Social worker by the California Board of Behavioral Sciences strongly preferred.
- Experience: Appropriate certifications and/or licensures with at least 3-5 years of related experience.
- Knowledge of evidence-based behavioral assessments and interventions relevant to medical conditions, e.g., disease management, treatment adherence and lifestyle change.
- Care-management skills and knowledge of local resources for outside referrals.
- Consultation liaison skills.
- Licensure/Certification - Employees are responsible for maintaining individual certifications as required by job function or by law and provide verification and recertification when requested by management.
- Experience working in underserved communities such as undocumented workers, unaccompanied minors, LGBT populations, communities of color, youth/adolescents, and those experiencing homelessness, substance abuse, and/or mental illness.

### **Skills**

- Excellent verbal and written communication.
- Problem solving
- Active listening
- Social perceptiveness
- Critical thinking
- Coordination
- Bilingual English/Spanish (preferred).
- Counseling, listening skills
- Microsoft, Word, Power Point, Excel and Internet software.
- Electronic Medical Records (required).

### **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by a service member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the member will be required to drive to community outreach sites, and will be required to drive to UCHC facilities as needed. The employee must occasionally lift and/or move up to 25 pounds.

I, \_\_\_\_\_ have read and reviewed the Universal Community Health Center **License Clinical Social Worker** Job Description. I agree to perform the noted General Accountabilities listed above.

**Acknowledged by:** \_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

**Witnessed by:** \_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)