POSITION DESCRIPTION
Please check one: □ New  ☑ Revised  Date:

Position Information
<table>
<thead>
<tr>
<th>Position Title: Licensed Clinical Social Worker (LCSW)</th>
<th>Pay Rate/Grade: $85,000 - $105,000</th>
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</thead>
<tbody>
<tr>
<td>Scheduled Hours: Work schedule is based on clinic needs, HCC is open Monday – Thursday 8am-7pm, and Friday 8am-5pm.</td>
<td>FLSA Status: ☑ Exempt  □ Non-exempt</td>
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<td>Reports To: CMO</td>
<td>Direct Reports:</td>
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JOB SUMMARY
Under the direction of the Chief Medical Officer, the LCSW will be part of part of a multidisciplinary team responsible for providing complete biopsychosocial assessments, develop treatment plans, and coordinate care based on evidence-based practices.

EXPECTATIONS
- Adheres to all Harbor Community Clinic’s Policies and Procedures
- Observes all policies and procedures for use of time-keeping system, including attendance, tardiness, proper clocking procedure, overtime authorization, and that employee nametag is clearly visible
- Conducts self in a manner that represents Harbor Community Clinic’s core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with his/her immediate supervisor about Departmental and Harbor Community Clinic concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

ESSENTIAL DUTIES & RESPONSIBILITIES
To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements, skill, and/or ability required. The percentage of time is an estimate of the time spent on that particular function listed below are representative of the knowledge over the course of a year.

- Perform clinical assessment using bio-psycho-social format on referred patients.
- Provide professional counseling and guidance to patients.
- Follow-up and act as liaison person to ensure highest quality of services are provided to patients.
- Document and lock progress notes within the electronic health record within 24-48 hours of patient encounter.
- Participate in multi-disciplinarian teams for case management
- Responsible for assessing patients’ psychosocial status as it relates to substance abuse and mental health, communicates with physicians to report patient progress, needs, concerns, and potential and actual clinical issues.
- Responsible for providing individual and group counseling to patients in a strengths-based, culturally sensitive linguistically appropriate and compassionate manner.
- Responsible for providing brief therapy implementing appropriate evidenced based practices and interventions in client sessions.
- Responsible for establishing strong rapport with patients, which expresses concern for their well-being.
- Responsible for preparing and maintaining all pertinent records, statistics, and progress notes in a time sensitive manner.
• Responsible for working closely with all members of the health care team in development of treatment plans, based on counseling assessment and social work interventions.
• Responsible for partnering with the Case Managers to refer patients to appropriate specialty services and community agencies as appropriate.
• Responsible for actively participating in the Quality Management Program.
• Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
• Responsible for maintaining Licensed Clinical Social in good standing
• Assist and collaborate with other departments as necessary.

• Other duties as assigned.

QUALIFICATIONS
Required education, experience and/or training:
• Master’s degree preferred with at least 2 years of experience working in the mental health field.
• Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
• Ability to work independently and a self-starter with minimal supervision
• Computer proficiency
• Provide brief intervention in therapy for mild-to-moderate mental and behavioral health conditions, with a focus on children and adolescent population
• Use behavioral health interventions as part of an integrated response to a patient’s medical and mental health needs
• Coordinate long-term therapy for patients with chronic/severe mental illness
• Excellent oral and written communication skills
• Excellent organizational skills
• Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
• Bilingual in Spanish is preferred

COMPETENCIES
Accountability: Takes ownership for delivering on commitments; owns mistakes and uses them as opportunities for learning and development; openly discusses his/her actions and their consequences both good and bad; has an ability to identify strengths and developmental opportunities and leverages insight to make adjustments to improve their effectiveness; courage to have the difficult conversation.

Communicating Effectively: Shares information. Listens and involves others. Clearly conveys ideas in a manner that engages others and helps them understand and retain the message.

Patient Focus: Builds patient confidence, is committed to increasing patient satisfaction, sets achievable patient expectations, assumes responsibility for solving patient problems, ensures commitments to patients are met, and solicits opinions and ideas from patients.

Decision Making/Judgment: Approaches problems and decisions methodically and objectively; involves others as needed; uses sound judgment in making decisions and understanding the impact to themselves, customers, their team, and the organization; conducts the appropriate analysis to identify the symptoms and root cause of issues; makes timely decisions.

Results Orientation: Is focused on outcomes and accomplishments; follows through on commitments; can be counted upon to successfully execute on goals; motivated by achievement and a need for closure; has an attention to detail and is both efficient and effective in achieving a high level of measureable outcomes; persists in achieving goals despite obstacles.
Supporting the Mission: Actively supports Harbor Community Clinic’s mission and values; uses individual skills to add value to the mission of “provide no cost to low cost health care services to people who do not have access to other health care”; aligns actions around organizational goals; gives priority to organizational mission and value when making decisions.

WORKING CONDITIONS
- Normal office environment with occasional evening or weekend work.
- Periodic travel between clinic sites. Must have current CDL and insurance.
- Physical demands: Lifting, bending, reaching, pushing, carrying, sitting, standing, stooping down, vision corrected in normal range, hearing corrected in normal range.
- Hazardous Conditions: Exposure to infectious diseases; potential exposure to physical violence.
- Work Condition: 100% inside.
- Exposed to: cold/heat controls, close contact with sick people and some outdoor elements when walking from file room to the clinic.
- Machines, equipment, tools and supplies used: computer, postage machine, fax, copier, calculator, multi-line phone system, and other administrative and medical equipment.
- Multiple duties: All duties can be expected to be performed concurrently. Must be able to work under conditions of constant interruption and be able to stay on task.
- This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as need evolve.

Hours: Monday-Thursday 8am-5pm, 9am-6pm, or 10am-7pm; Fridays 8am-5pm (hours will be assigned based on clinic needs)

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT
Harbor Community Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Harbor Community Clinic complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The above statements define this position as it currently exists and are intended to describe the general content of and requirements for this job. They are not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. Harbor Community Clinic is an at-will employer.

In addition, Harbor Community Clinic may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice.

Disclaimer
The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. Harbor Community Clinic management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.