Job Description

Position Title: Licensed Clinic Social Worker  
Department: Social Services  
Grade: 
Requisition No. 
Reports to: Director of Behavioral Health  
Prepared Date: March 4, 2020  
FLSA: Exempt  
Approval Date: March 4, 2020  
Approved By: Director of Behavioral Health

PRIMARY FUNCTION: The LCSW is responsible for providing the delivery of social services including psychosocial evaluation and treatment, advocacy, crisis intervention, teaching, referrals to community services, and assisting as needed with program planning.

Essential Duties and Responsibilities

- Assists with the development of departmental policies and procedures, and ensures adherence to them.
- Provides psychosocial assessment of adult and pediatric patients with complex social, financial, cultural, and psychological issues.
- Identifies patient problem areas and strengths/support networks, develops treatment plans, and documents patient progress in accordance with established standards.
- Initiates appropriate contacts and follows up with referral sources.
- Maintains knowledge of community services available in the area.
- Attends community meetings.
- Develops and maintains educational and Clinic materials as assigned.
- Maintains current in the field by attending seminars, continuing education courses, workshops, etc.

Requirements

- Master's degree in Social Work, Counseling, Psychology or other behavioral health field
- At least 4 yrs experience
- Current California Licensure as a Clinical Social Worker or Marriage & Family Therapist
- Knowledge of and ability to work within a complex health care system.
- Excellent interpersonal skills and ability to work well as a team member in an interdisciplinary environment.
- Demonstrated competency in strategic planning, critical thinking, and communication, negotiation and organization skills.
- Excellent written and oral communication skills required.
- Excellent attendance record and performance history required.
- Must demonstrate customer service skills appropriate to the job.
- Ability to maintain a work pace appropriate to the workload.
- Qualified to provide high quality Clinical supervision.
- Bilingual skills in Spanish.
Physical Demands

The physical demands of this position are those necessary to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (From the NP job description)

Physical Demands: Frequent sitting at a desk for office work. Occasional driving of automobile for outside appointments and meetings. Occasional climbing stairs or stepstools, occasional stooping, kneeling, crouching, crawling, reaching, and turning. Continuous use of corrected vision, depth perception, wide field of vision and color. Continuous use of olfactory, auditory, and tactile senses. Occasional pushing/pulling to 100 lbs.; lifting up to 50 lbs. and carrying to 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Technical Requirements: Frequent use of telephone system and office equipment, computer, printer, FAX machine, copier, and general office supplies. Occasional use of wheelchair, gurney and other patient assisted devices for transfers in the clinic.

Mental: Duties require attention to detail, alertness, problem solving, tolerance to stress and exercising sound judgment. Duties requiring high tolerance and adequate coping skills for dealing with: loss, grief, and bereavement. Sound stress reduction and management skills are essential. Also requires abstract thinking and intuitive sense.

Communication Demands: Frequent talking to clinical staff, patients, family, board members, funding agencies, community agencies and health professionals; talking on the telephone, giving group presentations, training/giving instructions, receiving instructions, and composing the written language (English). Ability to work with diverse individuals in the Los Angeles County and target groups such as: mentally-ill, alcohol and substance abusers and homeless individuals.

WORKING CONDITIONS:

Indoor office setting. Space is limited, air conditioned environment. Occasionally required to be outdoors for travel, and can be exposed to variable weather conditions. Occasional exposure to: noise, moisture, noxious odors and gases. Occasional exposure to: dust, dirt, cold, and biological and chemical agents.

Work hours: 8 hour work days with variable/flexible hours depending on project needs. Overtime may be required.

_________________________________________  _____________________
EMPLOYEE:                                      DATE: