



Position Description

Job Title:	Licensed Clinical Social Worker	Department:	Medical Department
Reports to:	Medical Director	Supervises	N/A
FLSA Status:	Exempt	Revised on:	8/16/2019

I. Job Summary

Under the direct supervision of the Medical Director, the LCSW provides direct services including individual (including youth), couple, family and group therapeutic services to patients, including psychosocial assessments and develop treatment plans and implementing intervention methodologies. Functions in such areas as counseling, protective services, and family services. Participates in multidisciplinary team and provides behavioral health consultation to primary care physicians.

II. Essential Functions

A. Direct Care

1. Assess patients utilizing biopsychosocial assessment and other standardized assessment/screening tools, measures, etc
2. Provides psychotherapy and counseling for individuals, families, and/or groups. Utilizes a wide range of evidence based interventions and modalities. Provides services such as crisis intervention, brief therapy, cognitive and behavioral therapies, skills training, supportive therapy, stress management, and family therapy.
3. Continually assess the needs and symptoms of patients and families formulating psychosocial diagnosis, gathering history, and determining the most appropriate method(s) of providing treatment/evidence based practice.
4. Address referrals from providers including referrals via warm hand-offs.
5. Determine need for consultation and assist in medical care and treatment provided at the direction of other specialists.
6. Work as part of an interdisciplinary care team coordinating primary care, mental health and oral health for the patients.
7. Assess urgent or high-risk clinical situations and makes appropriate crisis interventions. Coordinates referral of patient to psychiatrist or other clinician. Assists with admission to hospital or other specialized facilities. Plans and provides services in the appropriate level of care. Assesses needs for mental health treatment and makes appropriate referrals as needed.
8. Collaborates with case manager in coordination and monitoring of social work service plans in areas of personal, social or economic resources, conditions, or problems.
9. Prepare psychosocial educational materials as needed or required.
10. Coordinate with clinical, health education, community health and other staff members in the provision of services to patients. Provide referrals for services needed.
11. Use tests, measurements, and measurement scale for general and specific assessments as well as objective patient criteria in the provision of services and evaluation procedures.
12. Provide weekly individual and/or group clinical supervision for trainees/interns meeting supervisory requirements as outlined by the Board of Behavioral Science. The number of

supervisees may increase but is negotiable depending on work demands. This applies to LCSW's who have completed their continuing education requirements for supervision. Those unable to supervise are expected to complete the processes necessary to become a clinical supervisor.

13. Maintain a client file to level of requirements mandated in agency policy and completes documentation in a timely manner.

B. Administrative Duties

1. Assist in the assessment, planning, arranging, and implementing of psychosocial programs.
2. Assist in the implementation of community and social programs as a professional counselor

C. Staff Development

1. Participate in peer review and QI project.
2. Attend staff/department meetings.
3. Participate in staff training as arranged by the corporation.

III. Organization Expectation

1. Adheres to all HCHC's Policies and Procedures
2. Conducts self in a manner that represents HCHC's core values at all times
3. Maintains a positive, respectful and professional attitude with all work-related contacts
4. Communicates regularly with the Medical Director about work concerns
5. Meets productivity standards and performs duties as workload necessitates

IV. Education/License/Certification:

1. Bachelor or Science or Arts in Social Work, Counseling, Psychology, or an acceptable related field required, with Master's degree preferred.
2. Must be licensed by the State of California Behavioral Science Board
3. Must obtain CME as required by license renewal.
4. Experience in a health center preferred.
5. Must meet credential standards and be granted privileges from the HCHC Board
6. Current California driver's license and State-required insurance when using personal vehicle on Clinic business and a driving record acceptable to the organization and/or insurance carrier.

V. Skills and Specifications:

1. Fluent in Bilingual English and Cantonese/Mandarin/Vietnamese/Spanish preferred
2. Knowledge of public health principles and practices preferred
3. Excellent interpersonal and written communication skills required
4. Able to work flexible hours including weekends

VI. Physical Requirement

1. Physical effort which may include occasional light lifting to a 25 pound limit, and some bending, stooping or squatting. Considerable walking may be involved. The ability to sit or stand for extended periods of time is required.
2. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. While performing the duties of this job, the employee may be required to travel to all HCHC facilities as needed.

Acknowledgement:

I have been given a copy of this position description. I understand that I may be asked to perform job-related duties not listed in the description and that my duties may change at any time, according to the HCHC's needs. Nothing in this position description is intended to create a contract of employment of any type. Employment is strictly on an at-will basis.

Name of Employee

Signature

Date