

T.H.E. CLINIC, INC.
JOB DESCRIPTION

POSITION: **LICENSED CLINICAL SOCIAL WORKER (LCSW)**
DEPARTMENT: Medical Unit
STATUS: Full-Time, Exempt

Position Summary:

Under the direction of the Chief Medical Officer, the LCSW will provide mental health services to T.H.E. Clinic Inc. -patients. In addition, the LCSW will participate in the multi-disciplinarian teams for specialty care (e.g. obstetrics, diabetics and hypertensive patients and HIV)

Essential Duties and Responsibilities:

- Perform clinical assessment using bio-psycho-social format on referred patients.
- Provide professional counseling and guidance to patients.
- Refer patients to other appropriate resources for support and treatment.
- 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
- Make community/ staff presentations, and perform outreach/marketing activities as needed.
- Attend monthly medical staff meetings
- Complete adult assessments regarding behavioral health patients as required by funding sources
- Attend monthly meetings and submit monthly reports regarding behavioral health as required by funding sources
- Work with CEO to develop a model for the Empowering Leadership in Local Communities and provide oversight
- Assist and collaborate with other departments as necessary.
- Other duties as assigned.

Education and/or Experience Requirements:

1. Min. California State Licensed Social Worker.
2. Master's degree preferred with at least 2 years of experience working in the mental health field.
3. Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
4. Ability to work independently and a self-starter with minimal supervision
5. Computer proficiency
6. Excellent oral and written communication skills
7. Excellent organizational skills
8. Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
9. Bilingual in Spanish preferred