



**POSITION DESCRIPTION**

Date: 05/20/2024	Please check one: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
<b>Position Title: Licensed Clinical Social Worker (LCSW)</b>	Pay Rate/Grade: \$90,000 – \$110,000
Reports to: Director of Behavioral Health	FLSA/ Work Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salaried
Direct reports: N/A	
Schedule: Work schedule is based on clinic needs, HarborCHC is open Monday – Thursday 8am-6pm, and Friday 8am-5pm.	

Love what you do and do what you love.... Harbor Community Health Centers is seeking a Full-time LCSW to join our team. HarborCHC is a trusted provider of state-of-the-art health services for men, women, and children throughout San Pedro, CA, and the surrounding Los Angeles and South Bay areas. Our mission is to provide quality, comprehensive healthcare, and supportive services to those in our community, regardless of their ability to pay.

Founded more than 50 years ago on the belief that every person of every age and income level should have access to the best healthcare options available, Harbor Community Health Centers is dedicated to providing cutting-edge healthcare services for residents of the San Pedro area, including preventive options like routine, school and sports physicals, immunizations, OB/GYN care, and health screenings, as well as treatment of both acute and chronic illnesses and diseases. Begun as the “storefront” Harbor Free Clinic in 1970, today the clinic features two locations in San Pedro – a general care clinic and a location dedicated to pediatrics.

**JOB SUMMARY**

Under the direction of the Director of Behavioral Health, the LCSW will be part of part of a multidisciplinary team responsible for providing complete biopsychosocial assessments, developing treatment plans, and providing short-term psychotherapy based on evidence-based practices.

**EXPECTATIONS**

- Adheres to all Harbor Community Health Center’s (HarborCHC) Policies and Procedures.
- Responsible for following all Agency safety and health standards, regulations, and practices.
- Conducts self in a manner that represents HarborCHC’s core values at all times.
- Maintains a positive and respectful attitude with all work-related contacts.
- Ability to work well as a team member and apply feedback/direction from supervisor as instructed.
- Communicates regularly and in a timely manner with his/her immediate supervisor about patient, departmental and HarborCHC concerns.
- Demonstrates integrity and accountability for duties and responsibilities, and in services delivered.
- Consistently reports to work prepared to perform the duties of the position and adheres to scheduled work hours.
- Performs all job functions in a professional and courteous manner. This includes answering phone calls and emails in a timely manner.

- Meets productivity standards and performs duties as workload necessitates.
- Passion for working with underserved patients and a commitment to furthering HarborCHC's work in the community.
- Commitment to professional development in expanding knowledge of behavioral health interventions, growing diversity in patients worked with, program development, and gaining excellence in documentation.

### MISSION VISION AND VALUES

Our mission is to provide low cost, comprehensive high quality health care and supportive services to those in our community who do not have access to medical care.

Our vision is "Improving the Health and Well Being of our Community"

Our Core Values consist of Integrity, Compassion, Excellence, and Diversity, Equity, & Inclusion.

Employees must possess a strong commitment to the mission, policies, goals and philosophy of Harbor Community Clinic.

### ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Perform clinical assessment and treatment planning using a standard and uniform bio-psycho-social format on referred patients and creating observable/specific quantifiable goals.
- Responsible for providing individual psychotherapy to the adult and pediatric population in a strengths-based, culturally sensitive linguistically appropriate and compassionate manner.
- Responsible for providing brief therapy implementing appropriate evidenced based practices and interventions in patient sessions.
- 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 establishing strong rapport with patients, which expresses concern for their well-being.
- Follow-up and act as liaison to ensure highest quality of services are provided to patients.
- Document and lock progress notes within the electronic health record within 24-72 hours of patient encounter.
- Participate in multi-disciplinary team meetings to develop treatment plans and coordinate care,
- Responsible for partnering with the Case Managers to refer patients to specialty services as appropriate.
- Responsible for actively participating in the Quality Management Program.
- Responsible for maintaining license to practice in good standing.
- Assist and collaborate with other departments as necessary.
- Actively participates in weekly department meetings and monthly clinical supervision, and further enhances professional growth through trainings and consultation with other para-professionals.
- Develops proficiency in billing procedures.

- Consistent ability to receive a passing score of 80% on quarterly chart reviews, and demonstrated application of feedback from chart reviews
- Perform other duties as assigned to support HarborCHC's Mission and Values.

## QUALIFICATIONS

Required education, experience and/or training:

- Master's degree preferred from an accredited institution with at least 2 years of experience working in the mental health field.
- Possess state licensure as a Licensed Clinical Social Worker.
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Skill at conceptualizing cases, making appropriate diagnoses, developing treatment plans, and documentation.
- Experience in providing brief intervention in therapy for mild-to-moderate behavioral health conditions
- Ability to organize and prioritize work tasks.
- Demonstrated leadership skills to initiate problem solving and program implementation.
- Ability to manage high volume practice.
- Knowledge of HIPPA compliance for patient/agency records according to established professional social standards.
- Ability to work as part of multi-disciplinary team.
- Knowledge of community mental health and social services.
- Ability to work independently and be a self-starter with minimal supervision.
- Computer and internet proficiency.
- Coordinate long-term therapy referrals 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 English/Spanish required.

### HR Procedural Requirements:

- Legal authorization to work in the United States.
- A valid California Driver's license with clean records and access to an insured automobile.
- Clear all post offers, pre-employment background screening, and education verification.
- Must be vaccinated against COVID-19 or have a qualifying medical/religious exemption.

## PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust.

**Hours:** HarborCHC is open Monday – Thursday 8am-6pm, and Friday 8am-5pm. This is a full-time, salaried, exempt position. Specific hours flexible depending on operational needs.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

HarborCHC 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. HarborCHC 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, and transfer, leaves of absence, compensation, and training.

**DISCLAIMER**

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. HarborCHC is an at-will employer.

In addition, HarborCHC 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.

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Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature