



JOB DESCRIPTION

POSITION TITLE: *Licensed Clinical Social Worker*

CLASSIFICATION: part time non-exempt / full time exempt

LOCATION: **Clinic location**

JOB SUMMARY: Responsible for providing behavioral health services to patients and their families.

ACCOUNTABLE TO: CMO/Director of Behavioral Health

JOB DUTIES:

Responsible for, providing individual mental health services to patients and their families; evaluating needs of patients, and developing treatment/service plans according to patient needs and goals, including the following:

- Develop patient's treatment plan and treatment plan reviews, following evidence-based practices and measurable goals.
- Responsible for, performing clinical interventions, biopsychosocial assessments, and case planning including assessing for risks of suicide, neglect, or abuse.
- Maintain and provide accurate and adequate Clinical patient documentation, in compliance with internal and external requirements, for quality assurance and reporting.
- Responsible for, working cooperatively and cohesively with other members of the multidisciplinary team and with external providers, to ensure continuity of care.
- Participate in staff meetings and trainings.
- Utilize electronic health record system for inputting and updating data in patient record.
- All other duties as assigned.
- Consistently demonstrate and uphold CCCHC's principle of providing quality health and human services to the medically underserved and low-income populations in a culturally sensitive manner.

Special Knowledge, Skills, Abilities and Attributes:

- Demonstrated ability to exercise sound judgment.
- Candidate must be culturally competent, understand human development, and the ability to work with diverse, vulnerable populations.
- Ability to communicate clearly and concisely, both orally and written form.
- Ability to plan and organize.
- Ability to work well under pressure, take initiative and be flexible and cooperative.
- Ability to adhere to confidentiality laws about patient information and Company records.
- Ability to collaborate effectively with both employees and managers.

- Ability to convey a positive and professional image to patients and employees.
- Demonstrated proficiency in various PC applications, including E-mail and networking devices.
- Reliable transportation, automobile insurance, and current CA Driver License.

Education and Experience Requirements

- Master’s degree in social work required.
- Two years or more of post master’s degree clinical social work experience in a health care setting required and clinical social work experience with severely mentally ill (SMI) patients.
- Licensed as a Clinical Social Worker (LCSW) by the Board of Behavioral Sciences in California required.
- Bilingual Spanish and English preferred.

Working Conditions

Normal clinic environment with:

- Reaching, twisting, stooping, visual acuity corrected to normal range, hand-eye coordination, grasping with fingers, hearing within normal range, sense of touch, gripping tightly required for operation of tests and measures and performance of other essential functions.
- Ability to organize, schedule work effectively, and work independently without supervision.
- Ability to communicate effectively and tactfully with patients, customers, managers, and other levels of personnel, in person and on the telephone.
- Ability to pay attention to details.
- Ability to maintain composure under conditions of urgency and/or time constraint.
- Ability to adhere to patient confidentiality laws.
- Commitment to quality healthcare and excellent customer service.

Acknowledgment of Receipt of the Job Description for Licensed Clinical Social Worker Position:

Statement of the Position Holder:

I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set forth in this Position Agreement.

Printed Name: _____

Signature: _____

Date: _____

Statement of the Position Holder’s Supervisor:

I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (results, work, and standards) and accomplished.

Printed Name: _____

Signature: _____

Date: _____

Copies of Acknowledgment of Receipt: 1) To Employee and 2) Employee’s Personnel file