

JOB DESCRIPTION

Position Title:	Licensed Clinical Social Worker (LCSW)	Department:	Behavioral Health
FLSA Status:	Exempt	Reports To:	Chief Operating Officer and Psychologist
Salary Range:		Effective Date:	June 25, 2020
Approved By:	Chief Executive Officer		

Position Summary

Responsible for evaluating, diagnosing and treating patients for mental, emotional, behavioral, educational, and developmental disorders. Under supervision of the Psychologist and COO, the LCSW adheres to the mission, vision and values of Mathiesen Memorial Health Clinic and follows all policies and procedures to ensure excellent patient care.

Essential Duties

- Comprehensive assessments and interpretations based on biopsychosocial evaluations, semi-structured interviews and therapeutic sessions.
- Formulating and creating personalized interventions, treatments and management plans for patients.
- Provides psychotherapy for individuals (children, adolescents, and adults), couples, families and groups.
- Diagnose and treat various mental, emotional and behavioral disorders following guidelines from Diagnostic and Statistical Manual of Mental Disorders (DSM-5)
- Conducts ongoing case management and other administrative tasks as needed.
- Provides referral services to outside agencies, clinics and treatment facilities.
- Coordinates care with outside agencies.
- Collaborates with other health care professionals to promote an integrated and team approach to patient care.
- Employs various treatment methods to meet the needs of a culturally diverse patient population.
- Measure effectiveness of interventions and implement changes where beneficial.
- Maintains confidentiality of patient’s treatment and records in accordance with the Board of Behavioral Sciences (BBS) and ethical code, California state law and ethics, and HIPAA.
- Adheres to guidelines established by the National Association of Social Workers (NASW).
- Participates in ongoing clinical training seminars to maintain adherence with policies and procedures.
- Maintains appropriate documentation of clinical and therapeutic services, including all necessary billing information, within the electronic health record. Documentation to be completed in a timely manner.

JOB DESCRIPTION

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- Maintains and updates professional knowledge and proficiency through continuing education, staff meetings, workshops, and serving on committees.

Knowledge, Skills and Abilities

- Knowledge of psychological theories and practice
- Excellent written and verbal communication skills
- Interest in how people think and process information
- Ability to empathize with a wide range of people
- Listening skills
- Capacity for handling stressful and possible volatile situations
- Ability to form connections with a culturally diverse population
- In-depth knowledge and experience in individual, couples, family, and group psychology
- Ability to work as an effective team member; function independently; exercise sound judgement and initiative.
- Organize/ prioritize workload and meet deadlines
- Ability to effectively communicate treatment information, test results, diagnoses, and other relevant patient information in a manner easily accessible and understood by patients
- Ability to evaluate the progress of therapeutic treatment and modify as needed
- Ability to maintain emotional stability and practice self-care to cope with human suffering, emergencies, and other work-related stressors
- Skill in preparing and maintaining patient records in accordance with regulations, policies, and established practices

Education and Skills

- Master's Degree in Social Work
- Current CA state license in good standing with the Board of Behavioral Services.
- Two (2+) years experience in clinical social work, primary care, or other agency preferred.
- Current CPR

Physical requirements

While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb or balance. The employee must be able to move up to 20 pounds and occasional lift and/or move up to 20 pounds.

Ability to deal with time constraints and fast-paced work environment.

Working conditions

- None or very limited physical effort required.

JOB DESCRIPTION

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- Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.
 - Work is normally performed in a typical interior/office work environment.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Acknowledgement

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

Accepted by
(signature): _____

Print
Name: _____

Date: _____

Supervisor

Signature: _____
Kimberly Freeman, MD
Date

Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time. The above job description is not all encompassing. Needs and requirements may vary according to business, staff, or patient needs