

Licensed Clinical Social Worker

Employee:

Reports to: Director of Operations

FLSA Status: Exempt

Location: variable

POSITION SUMMARY

Actively engage in the overall mental health process within the organization. Interviews clients and their families and coordinates and plans programs and activities to meet their social and emotional needs. Provides psychotherapy or counseling to individuals, groups, couples, or families. Should be familiar with a variety of the field's concepts, practices, and procedures to rely on experience and judgment to plan and accomplish goals and the needs of the patient. Performs a variety of tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Document findings in patient record according to established protocols.
- Actively participate in mental health program to facilitate growth, process improvement etc. in order to meet the needs of the patients and to align with the organizational mission.
- Conduct intake screenings to evaluate the needs of patients identified by organizational standards
- Perform comprehensive assessment for mental health, substance abuse, and other medical needs as they relate to mental health.
- Conduct follow up as appropriate based upon the results of initial evaluation in accordance with direction of mental health program.
- Provide counseling services to individuals or groups as assigned.
- Provide internal referrals for medication management.
- Provide intervention and outside referrals for crisis management and intensive psychological support as directed.
- Maintain patient records in accordance with policy and within HIPAA standards. Keep all records and information confidential.
- Be able to write and produce an effective and measurable treatment plan, as well as familiar with writing case notes.
- Keep all documentation up to date within the HER in accordance with organizational policy.
- Participate in mental health program development and program evaluation as well as assist with exit interviews for patients and collection/analysis of patient satisfaction results.
- Continual implementation of the Social Work Code of Ethics.
- Other duties may be assigned by the DOO.

QUALIFICATIONS

EDUCATION/EXPERIENCE

Minimum requirement of Bachelor's Degree in Social Work with successful completion of licensure (LSW). Master of Social Work (MSW) with PIP or equivalent preferred but not required. At least 1-2 years of experience within social work field and counseling experience preferred.

LOCATION

A home location will be identified based upon the Horizon Health Care, Inc. clinic located closest to candidates home residence and will also take into account clinic space, organizational need and overall clinic operations.

TRAVEL

Will consist of travel to other clinics within the organization to meet patient needs and to collaborate with mental health team. Travel may also be required for training or conferences.

SKILLS

Strong verbal and written communication skills. Strong interpersonal and customer service skills required. Ability to multi-task, work under pressure, meet deadlines and be able to thrive in a fast-paced work environment. Good oral and written communication skills. Ability to deal professionally, courteously, and efficiently with the public and to remain calm under stress. Ability to work various shifts and overtime as required. Knowledge of all confidentiality requirements regarding patients and strict maintenance of proper confidentiality on all such information. Knowledge of medical terminology, office ethics, collections and spelling.

COMPUTER SKILLS

Knowledge of Microsoft Office Suite. etc.

EMPLOYEE EXPECTATIONS

All staff members are expected to conduct themselves in a manner consistent with the mission, vision and values under which this community health center operates. They must be an active, positive participant of the team while maintaining confidentiality regarding those served, co-workers and referral/funding sources. They must also treat all persons with respect, courtesy and dignity and be on time and regular in attendance, and show up for work with a positive attitude. Patterns of absences or tardiness are not acceptable. It is required to refrain from spreading rumors, gossiping or other non-productive forms of conversation, at work or away from the workplace. Be professional and discrete in manner at all times. Must maintain HIPAA compliance at all times and be willing to participate in Horizon's mandatory training programs. Maintain good public relations between the community and Horizon.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands/fingers to handle or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Employee generally works within the interior of a healthcare clinic environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee may travel locally between multiple worksites and be responsible for own transportation. Out of area travel may be required on occasion. Hours of operation and specific staff scheduling may vary between worksite based on operation need. The noise level in the work environment is usually moderate.

I hereby accept the position of Licensed Clinical Social Worker and agree to perform the identified essential functions and expectations in accordance with Horizon Health Care's established policies and procedures.

Employee Signature

Date

**Nothing in this job description restricts the right of Horizon management/executive team to assign or reassign duties and responsibilities to this job at any time.*