

Mountain Valleys Health Center

JOB DESCRIPTION

POSITION: Licensed Clinical Social Worker

REPORTS TO: Behavioral Health Director

AREAS OF RESPONSIBILITY: Provide assessment, diagnoses, individual and group treatment, family services and case management to children with behavioral, social or emotional problems caused by a variety of physical, social and psychological factors; consult and collaborate with community and county personnel and social service organizations to provide needed resources to adults, children and families.

QUALIFICATIONS: Master's degree in social work, psychology or counseling. Must be licensed with the California Board of Behavioral Sciences (BBS). Must have ability to travel between MVHC sites and attend required trainings/meetings.

REQUIREMENTS AFTER HIRE:

Obtain current CPR card

Clean and appropriate business attire

DUTIES AND RESPONSIBILITIES:

1. Conduct clinical assessments using a variety of sources, methods, and approaches including, but not limited to, standardized testing tools to evaluate and diagnose adults and children with behavioral, social or emotional problem referred by counselors, psychologists, district staff and outside organizations.
2. Provide crisis intervention, individual and group treatment, psychotherapy, family services, and case management for referred children; respond to crises; refer patients to outside agencies as appropriate
3. Compile and evaluate student information in the development and implementation of individual treatment plans; interview students and identify work issues; work to resolve identified problems.
4. Provide ongoing treatment and counsel; conduct home visits as necessary; monitor progress in program related activities and effectiveness of psychotherapy and treatment; process related forms and applications;; follow-up and re-evaluate appropriately.
5. Consult and collaborate with medical personnel and social services organizations in providing needed resources to adults, children and families.
6. Communicate with patients and families, medical personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
7. Maintain confidentiality of treatment records reports and other sensitive and privileged information
8. Attend and participate in assigned meeting, conference, and in-services.
9. Operate office equipment including a computer and assigned software; drive a vehicle to conduct field work.
10. Perform related duties as assigned

General Agency Duties

1. Foster an environment that promotes trust and cooperation among all staff of MVHC.
2. Enforce clinic policies and procedures to ensure that the principles of MVHC are implemented.
3. Maintain confidentiality of all patient and employee information.
4. Inform your supervisor of matters of general interest and problem areas as such are determined or discovered.
5. Attend MVHC staff and organization meetings as requested.

CUSTOMER CARE: A core value of Mountain Valleys Health Centers' is our dedication to high-quality customer care. As a Community Health Center, our patients are our vitality; therefore, every patient will be treated accordingly.

At MVHC a customer is defined as but not limited to a patient, vendor, contractor, granting agency, community business, and employee. Customers will be treated with the utmost dignity and respect regardless of their socio-economic status, insurance type, job position, and/or race, etc. Discrimination is unacceptable and is grounds for immediate termination.

Every employee of MVHC will adhere to the Accountability Measures outlined either at the onset of employment or at the date of this signed job description. Should these expectations not be upheld, the employee understands that disciplinary action will be taken which could lead to immediate termination.

By signing this job description, the employee commits to providing the highest quality customer care and will strive to make each patient feel as though they are the only one.

Personal/Behavior:

1. Displays ability to develop rapport across a broad range of personalities.
2. Displays cheerful demeanor and makes positive comments when on duty.
3. Refrains from participation in harmful gossip, dysfunctional group interactions and divisive behavior.
4. Displays courteous and professional behavior in all interactions with the public.
5. Works cooperatively with other staff members.
6. Displays flexibility in accepting, changing or carrying out assignments.
7. Adheres to dress code expectations, including fragrance-free requirements.
8. Displays sensitivity in a culturally diverse environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be knowledgeable of:

1. Applicable laws, codes, regulations, policies and procedures relating to social work;
2. Theories of psychodynamics, human behavior and group dynamics;
3. Principles, practices and methods of interviewing, assessment, diagnosis, and evaluation;
4. Individual and group counseling techniques;
5. Methods and techniques of psychotherapy;
6. Methods and procedures of standardized testing tools including but not limited to PTST Scale for adults, children and adolescents, the Child Behavioral checklist, the Trauma Symptom Checklist for Adults, Young Children;

7. Child development, adolescence, dysfunctional family problems, social problems, crisis intervention, and abnormal behavior;
8. Needs and problems of adults, children and families from diverse socio-economic and cultural backgrounds;
9. Problems and concerns of students with special needs;
10. Appropriate referral agencies;
11. Social casework methods and practices;
12. Legal and ethical aspects of child counseling and treatment including confidentiality and privacy rights;
13. Record keeping techniques;
14. Research methods and reports writing techniques
15. Policies and objectives of assigned program and activities;
16. Interpersonal skills using tact, patient, and courtesy
17. Basic principles of supervision and training

Must have the ability to:

1. Understand and learn the agency program, policies, and procedures;
2. Obtain facts and recognize the relevant and significant considerations;
3. Organize and maintain workload priorities and caseload management in an appropriate and efficient manner;
4. Effectively communicate in oral and written form;
5. Establish and maintain client rapport and effective working relationships with staff;
6. Operate a personal computer and other office equipment;
7. Respond appropriately to situations;
8. Maintain confidential information in accordance with legal standards

PHYSICAL DEMANDS

1. **STANDING/WALKING** - Up to 75% of the work may be spent walking or standing on tile floors.
2. **SITTING** - Up to 40% of the day may be spent sitting while performing telephone and counseling tasks.
3. **LIFTING** - Up to 5% of the day may be required to lift up to 25 lbs. assisting patients and lifting equipment. Lifting is at all levels and requires a full range of motion.
4. **CARRYING** - Up to 5% of the time may require carrying (5 to 10 lbs.) charts, equipment and supplies.
5. **PUSHING/PULLING** - No more than 5% of the time may be spent pushing or pulling equipment.
6. **BALANCING** - Up to 1% of the time may be required to stand on a footstool to reach supplies.
7. **STOOPING/KNEELING** - Up to 5% of the workday may require stooping or kneeling in administering patient care and obtaining supplies.
8. **BENDING** - 50% of the workday may be spent bending at the waist to get up from a sitting position.
9. **REACHING/STRETCHING** - Up to 10% of the workday may be spent reaching for charts.

10. **HANDLING** - Must be able to perform hand and wrist movements in administering health care and performing administrative tasks.
11. **FINGERING** - Must have average ability to use telephone properly and perform written tasks.
12. **FEELING** - Normal tactile feeling is required for all tasks.
13. **TWISTING** - Up to 5% of the work day may require twisting of the waist in retrieving supplies and moving equipment.
14. **TALKING** - Average ability is required in working with staff and patients.
15. **HEARING** - Average ability is required in communicating with staff and patients.
16. **SEEING** - Average ability is required to perform all supervisory and patient care tasks.

EMPLOYEE ACKNOWLEDGEMENT: I have read my job description and understand its contents. I agree to perform the duties and responsibilities with the highest standards. If at any time I have questions about its contents, I will discuss with my supervisor for clarification.

Employee Signature

Date