

JOB DESCRIPTION

TITLE: Clinical Social Worker

Position Definition:

Position is under the direct supervision of the Clinical Director. Basic responsibilities is to provide individual/group/family therapy. Use current methods and theory to the diagnosis, prevention, and treatment of psychosocial dysfunction, impairment, or disability, including mental, emotional, and behavioral disorders for families, individuals, and groups. Position has the feel and flexibility of private practice without the business management. Average Work Load 27 to 36 patients per week.

RESPONSIBILITIES:

1. Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
2. Provide short-term, structured, evidence-based psychotherapy as part of an appropriate treatment plan and in accordance with TLC contracts.
3. Coordinate and collaborate with the primary care providers to improve health outcomes.
4. Facilitate referrals to other services (e.g. substance abuse treatment, specialty care and community resources) as needed.
5. Provide clinical therapeutic services to patients, including individual and group therapy and coordination of treatment for participants with co-occurring disorders.
6. Provide crisis intervention as needed.
7. Work to meet patient needs effectively and resolve individual barriers through follow-up, advocacy and collaboration with HCC staff and other community service providers.
8. Maintain accurate and timely records of activities, case management notes, and services provided to each client. (Currently, we are cloud based using "Therapy Charts")
9. Develop and implement treatment plans.
10. Fill out and maintain client-related paperwork, including federal- and state-mandated forms, client diagnostic records, and progress notes.
11. Prepare and maintain all required treatment records and reports.
12. Collaborate with other staff members to perform clinical assessments or develop treatment plans.
13. Modify treatment activities or approaches as needed to comply with changes in clients' status.
14. Refer patients, clients, or family members to community resources or to specialists as necessary.
15. Act as client advocates to coordinate required services or to resolve emergency problems in crisis situations.
16. Maintains client confidentiality in conformance with agency confidentiality policy and State laws and regulations.
17. Evaluate clients' physical or mental condition, based on review of client information.
18. Meet with families, probation officers, police, or other interested parties to exchange necessary information during the treatment process.
19. Learn about new developments in counseling by reading professional literature, attending courses and seminars, or establishing and maintaining contact with other social service agencies.
20. Supervise other counselors, social service staff, assistants, or graduate students, as assigned.
21. Enter program data as assigned.
22. Maintain office area for a neat and tidy atmosphere.
23. Provide regular, written reports to the Behavioral Health Clinical Program Supervisor (or Executive Clinician) and additional reports as assigned.
24. Other duties as assigned to support the mission of the organization.

Representative Knowledge, Skills and Abilities

1. Ability to establish and maintain a positive and professional relationship with co-workers, clients and visitors; cultural sensitivity and ability to relate well and effectively in diverse workplace and with a diverse client population.
2. Strong interpersonal, written and oral communication skills; proven ability to communicate with diverse audiences
3. Familiarity with current Windows operating systems (as applicable) and proficiency in required software, including currently supported versions of Windows applications such as Word, Excel, etc.
4. Ability to operate and trouble-shoot general office equipment (e.g., copier, fax, calculator, etc.)
5. Flexibility in responding courteously to immediate needs of visitors and callers; ability to establish priorities and maintain productivity despite numerous interruptions.

Physical Requirements:

Ability to with stand moderate office noise, occasionally lift up to 25 pounds, sit in chair during the majority of working time utilizing a telephone head-set. Must have no more than 20 db hearing loss in both ears, excellent hearing is an essential component of this position. Will utilize all types of visual acuity to accurately complete documents and forms necessary for department (close, distance, depth, focus adjustment, peripheral, and color), and excellent manual dexterity for machine usage.

Environmental Adaptability:

The job will not cause exposure to high-risk environmental exposure. Individual will be exposed to moderate noise environment (business office with computers, printers, and telephone).

Special Requirements:

- Need to work with young Children 3+, or with Elderly population.
- Must be able to qualify for insurance panels.
- Criminal background check and clearance

Education and experience required:

Social Work (MA)

Must be licensed in the State of Iowa as a Licensed Independent Social Worker (LISW) or (LMSW)

Fair Labor Standards Act:

Non-Exempt

Work Status:

Full Time: Performance Pay Option Only

Benefits (Vacation/Health/Sick):

Benefits: Vacation, Sick Leave and Medical Insurance and IRA retirement program.

National Health Service Corps Designated Site: Availability for Student Loan Forgiveness Application.

Salary Range:

Very Competitive!!! \$40,000 to \$75,000