FAMILY HEALTH CENTER

JOB DESCRIPTION: LICENSED CLINICAL SOCIAL WORKER

REPORTS TO: Behavioral Health Director
ALONG WITH: May supervise students within purview of functional responsibilities as described below
SUPERVISES: 

GENERAL DESCRIPTION:
Provides individual, group and family counseling. Provides mental health evaluations resulting in consultation reports to primary care providers. Participates in CQI as directed by Behavioral Health Director.

MINIMUM QUALIFICATIONS:
• Master’s Degree in Social Work
• Licensed as Clinical Social Worker in the State of Missouri
• Minimum of 3 years related experience
• Ability to walk, bend, kneel, stoop, and lift 25 pounds to shoulder level without assistance.
• Manual dexterity which allows legible documentation and use of computer keyboard.
• Hearing which accommodates spoken conversation.
• Ability to adjust vision to bring objects into focus.

JOB RESPONSIBILITIES:
• Provides initial evaluation and assessment interview.
• Provides individual, couple, group, and family therapy according to client’s treatment needs.
• Maintains current, accurate and complete clinical records of the patients, including treatment plan.
• Participates in Department meetings as requested by Behavioral Health Director.
• Participates in and contributes to various administrative needs, such as data collection, program evaluation, development of grant applications and CQI.
• Maintains full caseload based on hours.
• Maintains and submits provider time sheet within payroll guidelines.
• May provide supervision for students in accordance with a written agreement with the student specific academic institution.
• Other duties as assigned.

JOB ACCOUNTIBILITIES:
• Provides therapy to individuals, families, couples, and groups in keeping with the specific needs of the patient(s).
• Assumes responsibility for quality of services rendered to patient(s), consistent with community standards.
• Maintains accurate and timely clinical records of therapy provided and of treatment plan.
• Maintains full caseload based on scheduled hours.
• Participates in quality improvement activities.
• Provides professional insight to assure alliance of organizational mission with needs of medically under-served community.
• Maintains and submits accurate time sheets, as required.
Job Description
Licensed Clinical Social Worker

_______________________________  ____________________
Employee                      Date

_______________________________  ____________________
Manager/Supervisor             Date

Management Approval Of Job Description: By _______ Date ______