

JOB TITLE: LCSW - LICENSED CLINICAL SOCIAL WORKER
Department: BH&CW
Reports To: Director of BH&CW
FLSA Status: Non-Exempt



DRESS CODE

This position is required to wear business casual clothing as uniform.

SUMMARY

Assist the Primary Care Provider in recognizing, treating and managing mental health and psychosocial issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS

- Successful completion of Medical software systems training.
- Proficiency in utilizing office equipment.
- Act as contributing member of the primary care team.
- Ability to establish rapport with co-workers, clients, vendors and community members.
- Ability to motivate others toward achieving goals.
- Ability to remain non-judgmental with open qualities and clear sense of boundaries.
- Ability to work with culturally diverse families and communities' while maintaining superior level of culturally sensitivity and appropriateness.
- Excellent written and verbal communication skills.
- Self-motivated and able to work independently with minimal supervision.
- Possess strong sense of respect for confidentiality involving clients and co-workers.
- Maintain superior level of customer service when dealing with patients, vendors and co-workers.
- Travel to various areas of the region and WMHC satellite locations is required.
 - Must possess a valid Pennsylvania state driver's license.
- Attend trainings, workshops and other professional development events necessary to maintain licensure.

JOB PERFORMANCE

- Provide brief, focused intervention for clients who are in need of mental health services.

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- Initiate treatment plan/s and update accordingly.
- Provide timely feedback to the PCP about the clients care, treatment recommendations and progress via documentation in EMR and/or verbal feedback.
- Advise the primary care provider about which clients are better served in the primary care setting and which clients should be referred to specialty mental health facilities or elsewhere.
- Initiate follow up to ascertain how clients are doing/to determine if changes in treatment approaches are necessary.
- Develop, where indicated, relapse prevention plans and help clients maintain stable functioning.
- Assist in the detection of “at risk” clients and in the development of plans to prevent worsening of their condition/s.
- Monitor and coordinate the delivery of health services for clients as related to behavioral health care, including linking with other treatment providers not only within the primary care setting but with the client’s permission, outside it as well.
- Assists, to the extent feasible, in the client’s community functioning by helping with public benefits, vocational rehabilitation, social support, housing etc.
- Provide clients with self-management skills and the educational information needed so they can be full participants in their own treatment and recovery.
- Provides consultation to clinic management and other team members about behavioral services and suggested areas of outcome and program evaluation.
- Assist the clients in complying with any medical treatment initiated by the primary care provider, such as offering strategies to cope with medication side effects.
- Implements and reviews patient screening tools, as warranted, and provide feedback to the PCP and care management team.
- Maintain client files and complete documentation in accordance with Federal, State and agency funding source requirements.

SCHOOLING, EXPERIENCE, CERTIFICATION/S and/or LICENSURE/S

- Licensed Clinical Social Worker.
- 1 year or more, experience in an outpatient health center preferred.
- Basic understating of primary care.
- Knowledge of EMR.
- Knowledge of community resources.
- Bi/Multi lingual preferred.
- CPR/AED Certification

LANGUAGE SKILLS

Ability to read and interpret documents such as operating and maintenance instructions, and policy/procedure manuals. Ability to speak effectively before groups of customers.

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REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written and oral format. Ability to deal with problems involving variables in standardized situations.

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 sit, talk and hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

WORK CONDITIONS

There may be exposure to airborne and blood-borne pathogens and hazardous materials.

ORGANIZATIONAL INVOLVEMENT

This position is required to participate in one (1) organizational event per calendar year. Attendance at "All staff" meetings is required and mandatory.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

AUTHORITY BOUNDRIES

This position reports the Director of Behavioral Health & Community Wellness for daily supervision. The Director of BH&CW will triage appropriate matters to the CPO and/or CEO.

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EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Welsh Mountain Health Centers (WMHC) provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. WMHC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. The policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

CONFIDENTIALITY STATEMENT

Welsh Mountain Health Center employees will safeguard all confidential information and take reasonable measures to assure that information is used, accessed, modified, destroyed or disclosed only in an authorized fashion and in accordance with health center policies and procedures. Unauthorized access, use, modification or disclosure of confidential information is strictly prohibited and could result in disciplinary action. This applies to information in electronic as well as hard copy and/or printed formats.

Confidential information includes, but is not limited to

- Patient health care, financial and demographic data.
- Employment records, including compensation and performance data.
- Proprietary business information relating to the governance and operation of WMHC.
- Data protected by governmental, statute or regulations, such as HIV, mental health, drug or alcohol records.

User ID's and passwords assigned to gain access to WMHC's information systems are the equivalent of a legal signature. Users will be accountable for all work done under their designated user ID and password.

EMBRACING EXCELLENCE

1. **PROFESSIONALISM** - Whether directly or indirectly, I will work to support the delivery of an excellent experience to everyone served by the organization (customers and colleagues alike).
2. **ACCOUNTABILITY** -I will accept responsibility for the quality of care I provide, as well as how I represent the organization. I accept my individual and team responsibilities as we meet our commitments.
3. **RESPECTFUL COMMUNICATION** - I will communicate openly, honestly and without judgement while honoring each individual's uniqueness and assuming the best of those with whom I interact.
4. **TEAMWORK** - We are members of a diverse interdisciplinary team working together to meet a common goal. I will work in a cooperative and coordinated manner to fulfill our mission, vision and values.

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5. **RESPECT** – I will honor diversity and individual dignity for the needs, talents and differences of others.

WMHC provides comprehensive, high quality primary health care to our patients regardless of ability to pay. As a Federally Qualified Health Center (FQHC) we provide health care to all member of our community, including low income, indigent and uninsured patients who may not otherwise be able to afford health care via traditional sources. We screen potential employees to ensure alignment with our core requirements followed by the requisite positional skills set. In doing so we need staff committed to this mission who do their best to live and work the characteristics of our core values as we strive to care for an ever-increasing amount of members of the communities we serve.

CORE VALUES

The Health Centers Mission, Vision and Value statements will guide every employee's daily actions as well as provide the core expectations for our Standards of Behavior.

- Mission Statement
 - "To provide person focused, barrier free, quality healthcare to all"
- Vision Statement
 - A healthy community supported by accessible, equitable and compassionate integrated care.
- Values:
 - Compassion
 - Quality
 - Sustainability

SIGNATURE

This job description does not imply that these are the only duties performed. Employees occupying the position will be required to follow any other related instructions and to perform any other job related duties requested by their immediate supervisor. Employee signature below constitutes understanding of the requirements, essential functions and responsibilities of the position as well as the WMHC Standards of Conduct.

Employee: _____ Date: _____

Witness: _____ Date: _____

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