



Waterfall Community Health Center's mission:
"To promote access to quality integrated health services that meet the needs of individuals with barriers to care on the Southern Oregon Coast."

JOB DESCRIPTION

POSITION TITLE: Licensed Clinical Social Worker
DEPARTMENT: Behavioral Health
FLSA STATUS: Exempt, Full-Time
APPROVED BY: Andrea Trenner, CEO

GENERAL SUMMARY OF DUTIES: Support mission and goal achievement, organizational quality and patient-centered care. Comply with organizational policies, procedures, standards of care and related laws and regulations including HIPAA and OSHA regulations. Protect the dignity, privacy and confidentiality of patients and their families, as well as co-workers and others.

Function as an LCSW in a team based, patient-centered primary care clinic serving insured and uninsured children and adults with a special emphasis on care for persons who experience barriers to accessing care due to income, language, cultural and social barriers. Respond to patient requests in accordance with WCHC's values in providing patient-centered care and education focused on individual and family engagement and behavioral change, treatment compliance and health risk factor reduction. Ensure the efficient and effective flow of patients during scheduled clinics through joint planning and problem solving with clinic staff.

This fulltime position will be responsible for serving as a Clinical Social Worker for Community Health Center and will be responsible for developing and implementing individual treatment plans, assisting patients and families cope with and/or restore social, emotional, financial and environment factors which affect and/or affected by illness. This position will also provide intake and mental health assessments, refer participants and their families to appropriate community agencies or facilities, act as a liaison with such organizations and advocate for participants and/or their families.

The duties will require the counselor to identify precipitating events; gather histories; family, social and work relationship assessments; conduct a mental status examination; document a five axis diagnosis; write and implement a treatment plan; conduct a comprehensive mental health assessment; provide individual, family, and group therapy. Must have an NPI number or be able to obtain one upon employment.

In addition to working knowledge and techniques of behavioral health, the position requires understanding the behavior of people under stress; developing cooperative relationships with clients, their families, and the community; interpreting community mental health and chemical dependency services; preparing concise and complete client treatment and progress records. Must demonstrate strong communication skills within a team environment.

Provides direct treatment management of assigned clients; participates in diagnosis, evaluation, and treatment planning; participates in community research and program planning in assigned program service area; provides chemical dependency and mental health mental health consultation and in-service training to community agencies; does pre-petition screening; makes referrals to other local and state facilities; coordinates community mental health with other community and state resources.

SUPERVISION RECEIVED: Reports to Director of Integrated Behavioral and Mental Health

SUPERVISION EXERCISED: Supervision is not a responsibility of this position

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. May perform the duties of a lower level mental health associate.
2. May interview clients, parents, petitioners, and collateral contacts in preparing social histories and accumulating pertinent information for further diagnostic purposes.
3. May be primary counseling and case management provider for family and child guidance counseling; marriage counseling; counseling for mentally ill children and adults; and for formerly institutionalized clients upon their return to the community.
4. Participates in mental health consultation to schools, juvenile department counselors, vocational counselors, community health nurses, law enforcement agencies, nursing homes, hospitals, and other community agencies or professional persons serving mentally and emotionally disturbed, developmentally disabled, and behavioral health clients.
5. May provide in-service training programs for other professional persons or facility staff who work with mentally and emotionally disturbed, developmentally disabled, or alcohol and drug abuse persons.
6. Assists in program evaluation and research activities.
7. Provides mental health and education and information to promote public interest and advocacy for services for people who are chemically dependent, and who have psychiatric, emotional and developmental disabilities.
8. Maintains current records of treatment as required by Oregon statutes and clinic policies.
9. Prepares necessary reports; performs other administrative tasks required by the program supervisor.
10. Perform other job related duties, as assigned.

Communication & Teamwork

1. Openly, clearly and respectfully share and receive information, opinions, concerns and feedback in a supportive manner.
2. Work collaboratively by mentoring new and existing co-workers, building bridges and creating rapport with team members across the organization.

BEHAVIORAL COMPETENCIES

- **Accountability** – Role model Waterfall Community Health Center’s mission and shared values.
- **Customer Focus** – Listen to the voice of the customer and strive to delight them by exceeding their expectations.
- **Compassion** – Cultural sensitivity. Respectful of other individuals regardless of race, creed, religion, color, National origin, age, sexual orientation, gender identify, marital status, disability, liability for service in the US Armed Forces or any other legally protected status.
- **Collaborative Communication** – Demonstrate the ability to convey thoughts and ideas as well as listen to and understand the perspective of others.
- **Integrity** – Demonstrate integrity, honesty, ethical behavior and stewardship in all encounters at work.
- **Partnership** – Work done by several associates with each doing a part, but all contributing to the efficiency of the whole; teamwork.
- **Respect** – Demonstrate consideration and appreciation for co-workers and patients.

JOB SPECIFICATION

Knowledge of:

- HIPAA rules and regulations as related to all aspects of a health care organization.

Skill in:

- identifying problems, researching and recommending solutions;
- exercising initiative, judgment, discretion, and decision-making;
- excellent time management skills; and

Ability to:

- pass a pre-employment drug screen and criminal./character background;
- report for work as scheduled;
- properly document procedures specific to this job description;

- handle confidential material appropriately;
- work at a rapid pace, being involved in several duties at one time;
- use a wide range of office machines including personal computers;
- work a flexible schedule when circumstances necessitate;
- use Microsoft Office Suite of products; and
- Use of electronic health records.

Communication/Teamwork:

- maintain a non-judgmental attitude;
- communicate effectively both verbally and in writing to patients and team members of all skill levels;
- demonstrated ability to work effectively as a part of a team;
- ability to work effectively as a member of team or individually;
- establish and maintain cooperative working relationships with diverse groups; and
- Interact with people in a manner which shows respect, consideration, and professionalism.

MINIMUM EXPERIENCE AND TRAINING:

DESIRABLE QUALIFICATIONS KNOWLEDGE, SKILL AND ABILITY: Working knowledge and techniques of community mental health, developmental disabilities and integrated behavioral health services and relationship of mental health/chemical dependency disciplines to the field of community psychiatry; skill in dealing with mentally ill, developmentally disabled, and potentially alcohol/drug addicted persons; ability to understand the behavior of people under stress; ability to develop cooperative relationships with clients, their families, and the community; ability to maintain relationships with physicians, law enforcement agencies, the courts, public and private administrators, and the community in general; ability to interpret community mental health and case management services; ability to prepare concise and complete client treatment and progress records.

EXPERIENCE AND TRAINING: Master's degree from an accredited school in social work, clinical psychology, psychiatric nursing, or a related field, and one year of experience as LPC, LMFT or LCSW in Oregon. Position requires licensing.

Employees must be able to perform the essential functions of this classification with or without accommodation.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

OFFICE:

The incumbent works in a health care facility typically in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day. The employee is regularly required to sit, talk, hear, frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds. Exposed to sick people with possibility of being exposed to hazardous chemicals, blood borne pathogens, infectious diseases, and potential exposure to physical violence.

CLINICAL:

The incumbent works in a health care facility and uses a computer, telephone and other equipment needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 50 pounds. Work environment is stressful at times. Exposed to sick people with possibility of being exposed to hazardous chemicals, blood borne pathogens, infectious diseases, and potential exposure to physical violence.

HIPAA

This position has access to Protected Health Information (PHI) in order to perform the functions of the job and employee shall apply the minimum necessary standard of HIPAA at all times. You are only to read the content of these records to the extent needed to accomplish the assigned task. PHI shall only be discussed on a need to know basis. Maintain strict confidentiality and respect the privacy of others.

DISCLAIMER

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does not constitute an employment contract, implied or otherwise, between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

I understand that my employment is at-will and thereby understand that my employment can be terminated at-will either by Waterfall Community Health Center Community Health Center or myself and that such termination can be made with or without cause.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby accept the position and agree to perform the identified essential functions and expectations in a safe manner and in accordance with Waterfall Community Health Center's established policies and procedures.

Employee Name (Printed)

Employee Name (Signature)

Date