

Job Title/Position: *Licensed Clinical Social Worker*

Reports To: *Director of Patient Care Services*



JOB DESCRIPTION SUMMARY

Responsible for managing all aspects of the provision of patient social services including managing the members of the social work team. Establishes, implements, and evaluates goals and objectives for social services to meet and promote the standards of quality and contribute to the organizations mission and philosophy.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

1. Directs all daily patient social service operations including providing direct oversight of the establishment and implementation of social service policies.
2. Ensures compliance with all state, federal, and ACHC social service regulatory requirements.
3. Completes and submits prior to commencement of supervision the "Responsibly Statement for Supervisors of a Professional Clinical Counselor Intern: (Form No. 1800 37A-643, new 3/100)
4. Directs the implementation of improved work methods and procedures to ensure social services are delivered in accordance with policy.
5. Ensures seamless home care service delivery by providing direct oversight of coordination of care with other clinical service providers.
6. Assists the Executive Director/Administrator in the preparation of an annual budget for the social service department and monitors allocation of resources according to budgetary limitations.
7. Recruits, selects, orients, and directly manages members of the social service team.
8. Supervises the assessment, planning, implementation, and evaluation of social service clinical care by members of the social work team.
9. Assures proper documentation of social services in clinical records in compliance with state, federal, and ACHC standards.
10. Provides leadership in strategic planning including identifying opportunities for additional or improved services to address unmet customer needs.

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11. Maintains comprehensive working knowledge of the field of social work and shares information with appropriate organization personnel.
12. Maintains comprehensive working knowledge of Transition Care Telemetry, Inc. contractual relationships and ensures that social services are delivered according to contract provisions.
13. Maintains comprehensive working knowledge of community resources and assists referral sources in accessing community resources should services not be provided by Transition Care Telemetry, Inc.
14. Plans and implements in-service and continuing education programs to meet the development needs of social service personnel.
15. Actively participates in quality assessment performance improvement teams and activities.
16. Supervisor shall develop a supervisory plan that describes the goals, and objectives of supervision and shall complete and sign under penalty of perjury the "Supervisory Plan," form 41800-37A-521, Rev 3/10. The supervisor shall monitor and evaluate the extent, kind and quality of counseling performed by direct observation, review of audio or video tapes of therapy, review of progress and process notes and other treatment records, or by any other means deems appropriate by the supervisor.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.

POSITION QUALIFICATIONS

1. Licensed mental health professionals include Marriage and Family Therapists (MFT), LCSWs, Licensed Clinical psychologists, and licensed physician certified in psychiatry by the American Board of Psychiatry and Neurology. Clinical Social Worker with the CA Board of Behavioral Science as specified in CA B&P Code Section 4999.12)
2. Effective April 1, 2013, a person supervising an associate clinical social worker (ASW) must have been Must maintain current valid California license and be licensed for a total of at least two years prior to commencing any supervision and have practiced clinically in two of the past five years immediately preceding the commencement of supervision.

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- A. If LCSW or MFT, the supervisor must complete a one-time 15 hour course in supervision; if the supervisor is an MFT, Psychologist, or licensed physician certified in psychiatry, he or she must wait two years after receiving a license before supervising ASWs. (Title 16, CCR Section 1870: 1874 (Persons licensed by the board who provide supervision and who have not met requirements shall complete a minimum of six (6) hours of supervision training or coursework within sixty (60) days of commencement of supervision.
- B. Complete a minimum of six (6) hours of supervision training or coursework in each renewal period while providing supervision.
- C. At least three years management experience preferably in home care operations.
- D. Demonstrates an ability to supervise and direct professional and administrative personnel.
- E. Ability to deal tactfully with customers and the community.
- F. Knowledge of corporate business management, governmental regulations and ACHC standards.
- G. Demonstrates good communications and public relations skills.
- H. Demonstrates autonomy, organization, assertiveness, and flexibility and cooperation in performing job responsibilities.

Employee Signature

Date