



Job Description

Job Title: Licensed Clinical Social Worker

Classification: Full Time/Exempt

Education Required: Master's Degree in Social Work

Reports to: Behavioral Health Manager

Creation Date: 12/30/14

Revised Date: 02.21.2017

Job Summary

The Licensed Clinical Social Worker's (LCSW) responsibility is to minimize psychosocial stressors that have a negative impact on patient health; and to assist medical providers in understanding patient needs and developing joint plans regarding patient care. The LCSW works as a member of the primary care team to provide assessments, education, referrals, short term follow up and consultation to medical providers.

Essential Duties and Responsibilities

- Advocate for patients and families to resolve crises.
- Collaborate with other professionals to evaluate patients' medical or physical condition and to assess patient needs.
- Refer patient and/or family to community resources to assist in recovery from mental or physical illness and to provide access to services such as financial assistance, legal aid, housing, job placement or education.
- Counsel patients in individual sessions to help them overcome dependencies, recover from illness, and adjust to life.
- Use the Clinic's electronic medical records system to document clinical work, produce billing, collect service data, and maintain a schedule, as well as to communicate information to other clinic providers.
- Schedule appointments, prioritize referrals, write brief case summaries and facilitate feedback and follow-up with medical providers.
- Counsel family members to assist them in understanding, dealing with, and supporting the patient.
- Monitor, evaluate, and record patient progress according to measurable goals described in treatment and care plan.

- Identify environmental impediments to patient progress through interviews and review of patient records.
- Plan and conduct programs to combat social problems, prevent substance abuse, or improve community health and counseling services.
- Develop or advise on social policy and assist in community development.
- Other duties as may be assigned.

Job Requirements

Education: Master's degree in Social Work required.

Certification/Licensure: Indiana Clinical Social Work Licensure required.

Experience: At least 3 years' experience as a Licensed Social Worker, required. Knowledge of federal and state programs that provide medical care and financial support to patients and knowledge of community resources, required. Ability to work with diverse patient and staff populations.

Physical Requirements: Frequent sitting, standing and walking. Ability to reach, stoop, bend and use hands to finger and feel. The ability to occasionally lift up to 25 lbs. Good visual acuity.