



## LICENSED CLINICAL SOCIAL WORKER JOB DESCRIPTION

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### **Job Summary:**

Licensed Clinical Social Workers act as advocates and help clients gain access to resources while confronting their personal issues, such as mental illness, addiction and abuse. A variety of private, public and non-profit organizations employ Licensed Clinical Social Workers, with the greatest number of employment opportunities occurring in urban areas. Licensed Clinical Social Workers may specialize in mental health and substance abuse; medical and public health; or child, family and school social work. They may also work in research, administration, policymaking or public planning.

### **Qualifications:**

Education: Master's degree in Social Work required (MSW)

Licensure: As required by State law

Experience: One year full time experience as a Licensed Clinical Social Worker in a healthcare setting

Licensure: Will maintain professional licensure per state requirements

### **Duties and Responsibilities**

The Licensed Clinical Social Worker should understand his/her own limitations, seeking advice and assistance when necessary. Specific duties may include, but are not limited to the following:

- Works closely with all members of the healthcare team in development of the Plan of Treatment, including discharge plans, based on the psychosocial assessment and accepted social work interventions
- Develops and maintains thorough knowledge of referral resources throughout the service area
- Maintains up to date knowledge of Medicare, Medicaid and other third party reimbursement sources
- Maintains accurate and timely records, including clinical progress notes, according to facility policy
- Provides positive customer relations in dealing with patients, families, physicians, member of the healthcare team, referral sources, services agencies and others.
- Adheres to all department/facility policies

### **Essential Functions:**

Licensed Clinical Social Worker is expected to;

- Must behave ethically and professionally,
- Must demonstrate excellent communication skills
- Must be capable of working with diverse populations.
- Must be able to collaborate well with others, since they interact with professionals from many different social service and government agencies.
- Must have emotional resilience and stability since the work often involves dealing with crises.

- Physical, sensory and cognitive abilities
- Must have knowledge in caring for patients in different developmental stages throughout the life cycle
- Ability to communicate effectively both verbally and in writing
- Consistent attendance is required to assure that the client facilities' needs and patient needs are met.
- To comply with all client facilities' policies, procedures and practices
- To comply with all policies and to uphold our standards of excellence while on assignment at our client facilities.

**Working Conditions:**

The Licensed Clinical Social Worker must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases and dusts. There is also the possibility of physical injury/verbal abuse from an out of control patient and/or visitor. Frequent exposures to distressed patients, families or visitors.

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