

Job Description

Job Title	Clinic Social Worker	Job Code:
Reports to:	Senior Director of Social Services, Behavioral Health	Revision Date: June 2013
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Unscheduled Part Time (UPT) <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings/Weekends		Position Classification: <input checked="" type="checkbox"/> Exempt (<i>not eligible for overtime</i>) <input type="checkbox"/> Hourly (<i>eligible for overtime</i>) Hours of Duty: _____

GENERAL DESCRIPTION

The Clinic Social Worker provides a wide range of psychosocial services to patients referred by Legacy providers, including but not limited to: case management, linkages to care, patient advocacy, and psychological and social support.

ESSENTIAL FUNCTIONS

Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.

- Identify and screen individuals whom have been referred for social service needs, including patients from all Legacy service lines.
- Assess each client's medical and psychosocial history and current service needs.
- Provide information, referrals and assistance with linkage to medical, psychosocial, and basic needs services as needed.
- Advocate on behalf of clients to decrease service gaps and remove barriers to services.
- Monitor the efficacy and quality of services through periodic re-evaluation with peers and supervisor.
- Document service provided in EHRS client record within 72 hours.
- Participates in Legacy's Performance Improvement and Quality Assurance Program.
- Attend training by DSHS to become certified under Medicaid's Case Management for Children and Pregnant Women Program.
 - Follow program standards and protocols, including completing Comprehensive Assessments and Service Plans with approved patients.
 - Maintain paperwork and documentation necessary for program standards.
 - Attending coalition meetings as needed.
- If Clinic Social Worker is seeking Clinical Supervision additional duties will be as follows:
 - Maintain a direct patient care caseload within the Behavioral Health department, which will include the assessment, diagnosis, and treatment of clients with clinical needs.
 - Meet with LCSW Supervisor on-site for Clinical Supervision sessions as per the Texas State Board of Social Work Examiners requirements.
- Demonstrates respect and regard for the dignity of all patients, families, visitors and fellow employees to insure a professional, responsible and courteous environment.
- Promotes effective working relations and works effectively as part of a team to facilitate the department's ability to meet its goals and objectives.
- Attend required training and ongoing education offered by the agency.
 - Including but not limited to safety trainings and education sessions on Universal Precautions.
- Must be able to travel between locations as needed.
- Maintains work area and equipment in condition required by Legacy standards.

- Works within the context of a primary care medical home, applying a team based approach to care while working in partnership with patients/families to promote: timely access to care, understanding of patient care that is culturally sensitive and language appropriate, continuity of care, and the improvement of the whole-person through the teaching of appropriate self-management skills.

AGE RELATED COMPETENCIES

Definitions of Age Specific Groups:

- *Neonate: Birth – 24 months*
- *Child: 2-12 years*
- *Adolescent: 13-17 years*
- *Adult: 18-64 years*
- *Geriatric: 65 years and beyond*
- *NA: Non-age specific*

Populations Served for this position:

- Neonate
 Child
 Adolescent
 Adult
 Geriatric
 All of the above

EDUCATION & TRAINING REQUIREMENTS

- Bilingual (English/Spanish) is preferred. If the employee is bilingual then they must have written and verbal fluency in English and Spanish.
- An LMSW is strongly preferred. Candidates with an LBSW will be considered with 5+ years of experience.
- All social workers must maintain their professional licenses as defined by the respective Texas licensing/examining boards.
- Social workers must comply with all applicable recognitions/designations, such as the Independent Practice Recognition as defined by Texas licensing/examining board.

WORK EXPERIENCE REQUIREMENTS

- Have two years of cumulative experience in the past ten years working with children, up to age 21, and/or pregnant women and assessing the psychosocial and health needs of clients and their families and making community referrals for these populations. This experience must include the following: paid work experience; or supervised educational social work or registered nurse internship/practicum experience.
- One year or more of medical social work experience preferred.

ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS

Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

- Frequently required to sit, stand, and walk.
- Occasionally required to reach with hands and arms.
- Frequently required to talk or hear.
- Occasionally required to lift and/or move up to 25 pounds.
- Occasionally required to bend, twist or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Normal memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making.
- Use of personal vehicle to travel to meetings, trainings, and home visits throughout the local service area. Mileage reimbursement is provided.
- Ability to work full time on a regular schedule
- Some weekend work possible, if desired by candidate

LEADERSHIP COMPETENCIES – To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.

All Legacy staff are required to follow and uphold Legacy’s Mission, Vision, and Values, Behavioral Standards, Legacy’s Policies and Procedures, The Code of Conduct and The Code of Ethics and Compliance Plan. In addition, the following competencies are expectations for all employees:

Courteous – Employee is courteous in interactions with customers, which include patients/residents, physicians, fellow-employees and our community.

Respectful and Confidential – Employee respects the rights of privacy of our patients/residents and co-workers.

Ensures cultural differences are respected. Refrains from disruptive and disrespectful behavior which may include, but is not limited to:

- Obstruction of the operation of Legacy
- Interference with the ability of others to do their jobs
- Creation of a “disruptive work environment” for Legacy staff (including volunteers), or medical staff
- Conduct adversely affecting or impacting the community’s confidence in the Legacy’s ability to provide quality care
- Attacks (verbal or physical) leveled at any member of Legacy staff, medical staff, patients/residents or patients/residents’ families that are personal or beyond the bounds of fair professional conduct
- Inappropriate comments or illustrations made in patient medical records or other official documents impugning the quality of care at Legacy, or attacking specific physicians, or Legacy staff
- Non-constructive criticism addressed to the recipient in such a way as to intimidate, undermine confidence, belittle or to suggest stupidity or incompetence.
- Disruptive and disrespectful behavior includes statements that are generated verbally, in writing or electronically in any form including e-mail, text messages, social network sites and blogs.

Responsive – Employee responds quickly, graciously and appropriately to customer needs.

Gratitude and Attitude: Employee’s behavior shows that he/she believes that each of us controls our own attitude and that what is important is not so much as what happens to us, but how we choose to react to it.

Pride, Ownership and Image: Employee accepts all the rights and responsibilities of being a part of the Legacy family.

Communication- Employee is personally accountable for positive communication with the customer-patients/residents, family members and co-workers.

Teamwork- Employee contributes positively to the Legacy team and is committed to treating coworkers with courtesy, honesty and respect. Employee abides the Attendance Policy. Employee has team pride in the purpose of our work – our patients/residents.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to handle frequent change, delays, or unexpected events.

WORK ENVIRONMENT

- May be exposed to infectious waste, diseases, conditions, etc., including the AIDS and Hepatitis B viruses.
- The noise level in the work environment is usually moderate

Legacy Community Health Services has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at the Legacy Community Health Services as noted above.

Employee Signature

Date