**LICENSED CLINICAL SOCIAL WORKER**

SUMMARY

Under the direct supervision of the Director of Behavioral Health and as a part of a multidisciplinary team the Licensed Clinical Social Worker (LCSW) will provide direct services including individual (including youth), couple, family and group therapeutic services to patients, including assessments, treatment plans and discharge planning.

ESSENTIAL DUTIES

• Addresses referrals from providers including referrals via warm hand-offs

• Participates and daily huddles to assess needs and coordinate services

• Maintains weekly scheduled appointments in our electronic records systems called eCW

• Provide therapeutic services to patients and their families

• Work in collaboration with multidisciplinary team members including external partners

• Completes required documentation and paperwork including biopsychosocial assessments and

treatment planning and implementation in a timely manner

• Demonstrates cultural competency and commitment to patients

• Demonstrates commitment to the philosophy of the organization

• Maintain a caseload of 15 to 20 patients weekly, and a minimum of 8 patients a day

• Other duties as assigned

SUPERVISORY RESPONSIBILITY

The incumbent in this position does not have supervisory responsibility. However, he or she may be expected to provide leadership and instruction to volunteers and/or less experienced staff.

SERVICE VALUES

All employees are expected to provide the very highest level of service to Clinic patients and their families. In addition, their work ethic is expected to reflect the Islamic values and moral principles that

inspired its founders. These include the core values that are universally shared and revered by society at large:

Service

Compassion

Human Dignity

Social Justice

Ethical Conduct

QUALIFICATIONS/POSITION REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered

essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

Additional requirements include:

1) knowledge of electronic medical records;

2)knowledge of community and community resources;

3) ability to pass background check;

4) valid California State Driver’s License;

5) TB Clearance;

6) flexibility to work overtime, holidays and weekends;

EXPERIENCE / KNOWLEDGE:

To perform effectively in this position, the candidate must have/be:

• Bilingual capacity with ability to provide services in English and Spanish

• Working knowledge of Clinic policies and procedures

• Licensed Clinical Social Worker (LCSW) or License Marriage and Family Therapist (LMFT) from

the California Board of Behavioral Sciences.

• Experience supervising unlicensed staff.

• Knowledge and experience with evidence-based practices, including trauma informed care

framework.

• Knowledge and experience working with co-occurring populations (chronic health conditions,

mental health and substance use) with emphasis on children and adolescents.

• Strong clerical/administrative skills including personal computer skills (Microsoft Office software).

• Ability to make routine decisions and determine proper action based on experience within the

limits of policy and procedures.

• Demonstrated oral/written skills in Spanish and English.

• Ability to work effectively with people of diverse cultures, ages, and economic backgrounds a

culturally competent and sensitive manner.

EDUCATION:

Master’s Degree in Social Work or related field from an accredited university. LCSW or LMFT in good

standing in the State of California with a minimum of two years post-licensure.

EQUIPMENT & SOFTWARE OPERATION

The incumbent in this position may operate any/all of the following equipment:

• Telephone, cell phone, fax

Computer, printer and related equipment

• Copy machine

• Personal automobile

Computer software may include any or all of the following:

• Microsoft Office

• Internet Explorer

Job Type: Full-time

Job Location:

• Los Angeles, CA 90065

Required education:

• Master's

Required language:

• English and Spanish (preferred)

Required license or certification:• LCSW