



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 781-6514

POSITION DESCRIPTION
LICENSED CLINICAL SOCIAL WORKER (LCSW)

Reports To: Chief Executive Officer (CEO)
FLSA Status: Full-Time, Exempt
Revised Date: October 25, 2017

Prepared By: Human Resources
Salary Grade: DOE
Board Approval: November 1, 2017

POSITION SUMMARY: The LCSW is licensed by the state to deal with wide variety of complex plans of treatment for clients. He/She manages a complex caseload providing assessment, diagnosis, prognosis, and psychotherapeutic treatment for clients of the Tule River Indian Health Center, Inc. (TRIHCI). The LCSW provides various forms of mental health education and consultation services to clients, client's families, staff, managers, and other agency stakeholders. He/she must be sensitive to the needs of the Indian community, its cultures, traditions, behavior patterns, and background. He/she must be familiar with the goals and objectives of the Tule River Indian Health Center, Inc. and express a genuine commitment for its goals and ongoing success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Current knowledge of social services/mental health care programs/operations procedures;
2. Receives referrals from TRIHCI clinic and staff;
3. Screens individuals for mental health, substance abuse, and anger management issues, etc.;
4. Develops treatment plans for clients;
5. Determines other related service needs at client request;
6. Provides individual or group counseling/treatment;
7. Makes appropriate referrals to clinical psychologists, physicians, and psychiatrists;
8. Ascertains need for follow-up on incoming calls, correspondence, contracts, and grants;
9. Accurate in routine mathematical computations, proper grammar, punctuation, and spelling;
10. Prepares and proofreads routine correspondence;
11. Responsible for all documents pertinent to provision of LCSW services;
12. Maintains all active and inactive files per program funding guidelines;
13. Assists CEO with applicable grant contracts and assures compliance;
14. Other duties as assigned by CEO.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrate superior customer service and people skills, being able to respond to the immediate needs of patients or supervisors.
2. Knowledge of 638 or IHS Contracting Program and organizational structure, tribal involvement, and clerical support services.
3. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
4. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
5. Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
6. Knowledge of contract care, direct care, and non-Indian eligibility regulations and requirements regarding patient registration and billing.
7. Knowledge of safety regulations as they apply to a clinical setting.
8. Ability to work flexible hours as needed.
9. Ability to demonstrate strong interpersonal skills and the ability to interact effectively with a variety of individuals.
10. Ability to work independently in carrying out assignments while remaining reliable and dependable.
11. Ability to understand and integrate behavioral health principles with clients and professional staff.
12. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

QUALIFICATIONS:

1. Possess a Valid California Driver's License and be insurable with the Tule River Indian Health Center Inc. insurance agency.
2. Must pass pre-employment drug & alcohol test.
3. Must pass pre-employment physical and pass background check.
4. Must provide an updated DMV printout upon hire.
5. Must have a working home/cell phone for immediate contact.
6. Must maintain a professional appearance and attitude.
7. Must abide by vehicle policies and procedures and report vehicle incidents to immediate supervisor in a timely manner.

8. Must maintain absolute confidentiality regarding patients per HIPAA and TRIHCI policies.
9. Must possess medical terminology (experience).
10. Ability to demonstrate basic levels of computer literacy, with a functional understanding of Microsoft Windows Operating Systems in an office setting.
11. Familiar with entering data into a healthcare database program.
12. Must have effective oral and written communication skills (typing 40 wpm), being able to effectively reach diverse populations and entities.
13. Must have the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
14. Maintain confidentiality in the workplace and when transporting patients.
15. Must possess good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
16. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

SUPERVISORY DUTIES: (IF ANY)

This position oversees the Behavioral Health Coordinator, Administrative Assistant, and Substance Abuse Counselor.

EDUCATION AND/OR EXPERIENCE:

1. Master's degree in Social Work from a regionally accredited college or university;
2. Licensed as a Clinical Social Worker in California to practice unsupervised;
3. Two year of verifiable experience as a LCSW.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Master's degree in Social Work from a regionally accredited college or university;
2. Licensed as a Clinical Social Worker in California to practice unsupervised;
3. Valid NPI number for billing purposes or be able to obtain an NPI number within 90 days of hire.
4. Possess a Valid California Driver's License and be insurable with the Tule River Indian Health Center Inc. insurance agency.
5. Possess valid First Aid/CPR certification at the BCLS level or obtain within 3 months of hire.

PREFERRED QUALIFICATIONS AND CONTINGENCIES:

1. Master's degree in Social Work from a regionally accredited college or university;

2. Licensed as a Clinical Social Worker in California to practice unsupervised;
3. 4 years preferred background or experience in the behavioral health field in the areas of triage, assessment, case management, and patient contact.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

PHYSICAL WORK ENVIRONMENT: *The description provided here is representative of those conditions in which the LCSW will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the LCSW is situated in a standard office environment within the health center as well as in a vehicle to travel through the community; there is little exposure to variations in the weather or other similar elements. The LCSW will primarily be stationed in the Behavioral Health area of the health center, in the community or on transport but will also move about the health center to meet with physicians, patients, and co-workers. Consequently, the LCSW must:

1. The noise level in the work environment is usually moderate.
2. While performing the duties of this Job, the employee is regularly required to sit and lift.
3. This position requires occasionally lifting and/or moving a minimum of 35 pounds.
4. Ability to work in local weather conditions, assignments will vary from interior and exterior work.
5. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time).
6. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties.
7. Possess the strength to lift and carry supplies weighing up to 35 lbs. repeatedly and up to 50 lbs. intermittently.
8. Possess the visual acuity to read printed materials and a computer screen.
9. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

DISCLAIMER:

This position description lists the major duties and requirements for the LCSW position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.

Employee Affirmation:

I have thoroughly read the attached position description for the position of LCSW. Any verbal explanations that I have requested concerning the information in this position description have been provided to me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.

Employee Name (printed)
Employee Signature
Date