

Mora Valley Community Health Services, Inc.
JOB DESCRIPTION

TITLE	Licensed Clinical Social Worker (LCSW)	FLSA Status: Exempt Position Type: Regular Full-Time & Part-Time
DEPARTMENT	Behavioral Health	
REPORTS TO	Behavioral Health Program Manager	
SUPERVISES	None	
JOB PURPOSE	Deliver behavioral health services including mental health counseling, case management, and crisis response to individuals of all ages, including couples, families, and groups, while exercising independent judgment and demonstrating specialized knowledge and skills in treating behavioral health issues	

ESSENTIAL JOB RESULTS	
1.	PROVIDE COUNSELING AND THERAPEUTIC SERVICES TO PERSONS OF DIFFERENT AGES FROM VARIOUS CULTURAL AND SOCIOECONOMIC BACKGROUNDS, WITH DIFFERENT NEEDS
2.	PROVIDE BEHAVIORAL HEALTH SERVICES IN THE AREAS OF EMPOWERMENT, COPING STRATEGIES, PARENTING, BEREAVEMENT, ADHD, TRAUMA, PTSD, ANGER MANAGEMENT, SUBSTANCE ABUSE, DEPENDENCY RECOVERY, COURT ORDERED DWI, SUICIDE, DEPRESSION, ANXIETY, AND OTHER AREAS AS NEEDED
3.	PROVIDE COUNSELING SERVICES TO AREA YOUTH AND SCHOOL DISTRICT STUDENTS REGARDING A VARIETY ISSUES AND NEEDS, BOTH ON CAMPUS AND ONSITE AT MVCHS
4.	DETERMINE NATURE OF CLIENT SITUATIONS BY INTERVIEWING AND ASSESSING MEDICAL, PSYCHOLOGICAL, EMOTIONAL, AND SOCIAL INFORMATION
5.	DEVELOP TREATMENT PLANS BY ESTABLISHING AND EXPLORING OPTIONS, AND SETTING TREATMENT GOALS WITH CLIENTS
6.	ASSIST CLIENTS IN OBTAINING SERVICES BY INITIATING REFERRALS TO COMMUNITY AGENCIES, ARRANGE APPOINTMENTS, AND ESTABLISH RAPPORT WITH COMMUNITY AGENCIES
7.	ASSURE QUALITY SERVICES FOR CLIENTS BY PROPERLY DOCUMENTING AND EXECUTING A TREATMENT PLAN
8.	MAINTAIN AGENCY CREDIBILITY BY ESTABLISHING WORKING RELATIONSHIPS WITH SERVICE AGENCIES AND ORGANIZATIONS IN SPONSORSHIP AND ADVISEMENT
9.	PROMOTE THE ORGANIZATION BY COMMUNICATING THE AVAILABILITY AND EFFECTIVENESS OF PROGRAMS AND SERVICES, AND SERVE AS AN ADVOCATE FOR THE ORGANIZATION'S ACTIVITIES
10.	CONTRIBUTE TO MEANINGFUL DIALOGUE BY PARTICIPATING IN MEETINGS AND CONFERENCES, CONSULTING WITH OTHER PROFESSIONALS, AND ADVOCATING PROFESSIONAL VALUES
11.	MAINTAIN PROFESSIONAL AND TECHNICAL KNOWLEDGE BY PARTICIPATING IN CONTINUING EDUCATION AND SEMINARS RELATED TO JOB RESPONSIBILITIES
12.	CONTRIBUTE TO TEAM EFFORT BY PARTICIPATING IN QUALITY REVIEWS AND REPORT PROGRESS, NEEDS, AND STATUS OF GOALS REGULARLY; EFFECTIVELY MANAGE BEHAVIORAL HEALTH PROGRAM STAFF, WHILE MAINTAINING CLINICAL PERFORMANCE STANDARDS

ESSENTIAL JOB RESULTS	
13.	ADHERE TO MVCHS PERSONNEL POLICIES AND PROCEDURES
14.	TRACK AND COORDINATE ROUTINE TASKS
15.	MAINTAIN PROFESSIONALISM AT ALL TIMES TO ENSURE SERVICE QUALITY AND INTEGRITY
16.	CONTRIBUTE TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED OR REQUESTED
17.	ATTEND TRAININGS RELATED TO JOB DUTIES OR EMPLOYMENT THAT IS REQUIRED TO MAINTAIN LICENSES AND/OR CERTIFICATIONS

REQUIRED JOB QUALIFICATIONS, SKILLS AND ABILITIES

Job Qualifications

Education: State of NM Licensure as an Independent Masters Level Mental Health Therapist, Counselor, Social Worker or Psychologist

Bilingual English/Spanish Preferred

Experience: Minimum of Two (2) Years' Experience in a Medical Office Setting

Skills and Abilities

- Strong computer skills
- Communicate well, both verbally and in written format
- Demonstrate organizational skills to maintain quality and professionalism
- Gather, analyze and process information for accurate and responsible decision making
- Listen to and evaluate communications and reach accurate and objective conclusions
- Understand and evaluate theoretical concepts and translate them into clear directions and course(s) of action
- Ability to explain procedures and processes both verbally and in written form
- Display sensitivity and tactfulness in approaching and discussing sensitive issues
- Commitment in promoting a positive image to patients, clients, employees, and the public in general
- Work in a fast paced setting with frequently changing priorities
- Understand and interpret government regulations and guidelines
- Plan and coordinate meetings
- Ability to manage and secure grant funding
- Ability to operate a motor vehicle, which requires a valid driver's license, and clearance for unrestricted automobile insurance coverage
- Desire and ability to serve the community and its residents
- Share in and contribute to MVCHS mission, vision and goals

Working Conditions and Physical Demands

- Work is performed in an interior medical/clinical environment
- Moderate physical activity
- Sitting, standing, or walking more than 6 hours a day
- May require handling objects less than 25 pounds
- Typing several hours per day

Qualifications for Employment

- First Aid/CPR Certification's
- Driver's Record and Defensive Driving Course
- Hepatitis B vaccination series or signed waiver
- Negative tuberculosis test
- Background Investigation
- Drug Testing – Initial and Random

EMPLOYEE/SUPERVISORY REVIEW

I have read this job description and understand the requirements of the job and the work to be performed. I agree to perform the duties and responsibilities described. I assert that I am able to perform the essential job functions and meet the physical requirements of this position. Furthermore; I understand this is not an employment contract.

Employee's Signature

Date

I have reviewed this job description with this employee, and agree that it is an accurate description of the duties and responsibilities to be performed.

Supervisor's Signature

Date