**Mora Valley Community Health Services, Inc.**

**JOB DESCRIPTION**

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| TITLE | **Licensed Master Level Social Worker (LMSW)** | **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** |
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| 1. PROVIDE COUNSELING AND THERAPEUTIC SERVICES TO PERSONS OF DIFFERENT AGES FROM VARIOUS CULTURAL AND SOCIO-ECONOMIC BACKGROUNDS, WITH DIFFERENT NEEDS |
| 1. PROVIDE BEHAVIORAL HEALTH SERVICES IN THE AREAS OF EMPOWERMENT, COPING STRATEGIES, PARENTING, BEREAVEMENT, ADHD, TRAUMA, PTSD, ANGER MANAGEMENT, SUBSTANCE ABUSE TREATMENT, COURT ORDERED DWI OFFENDER TREATMENT, SUICIDE PREVENTION, DEPRESSION, ANXIETY, AND OTHER AREAS AS NEEDED |
| 1. PROVIDE COUNSELING SERVICES TO AREA YOUTH AND SCHOOL DISTRICT STUDENTS REGARDING A VARIETY OF MENTAL/BEHAVIORAL HEALTH ISSUES AND NEEDS, AT MVCHS SCHOOL BASED HEALTH CENTER AND/OR ONSITE AT MVCHS MAIN CLINIC |
| 1. DETERMINE NATURE OF CLIENT NEEDS BY CONDUCTING INITIAL SCREENING AND PSYCHOSOCIAL ASSESSMENT IF WARRANTED |
| 1. DEVELOP TREATMENT PLANS BY ESTABLISHING AND EXPLORING OPTIONS, AND SETTING TREATMENT GOALS WITH CLIENTS |
| 1. ASSIST CLIENTS IN OBTAINING SERVICES BY INITIATING REFERRALS TO COMMUNITY AGENCIES, ARRANGE APPOINTMENTS, AND ESTABLISH RAPPORT WITH COMMUNITY AGENCIES |
| 1. ASSURE QUALITY SERVICES FOR CLIENTS BY PROPERLY DOCUMENTING SERVICES RENDERED ON THE CLIENT PROGRESS NOTES |
| 1. MAINTAIN AGENCY CREDIBILITY BY ESTABLISHING WORKING RELATIONSHIPS WITH OTHER SERVICE AGENCIES AND ORGANIZATIONS |
| 1. PROMOTE THE ORGANIZATION BY COMMUNICATING THE AVAILABILITY, EFFECTIVENESS OF PROGRAMS AND SERVICES, AS WELL AS SERVE AS AN ADVOCATE FOR THE ORGANIZATION’S MISSION, VISION, AND GOALS |
| 1. CONTRIBUTE TO MEANINGFUL DIALOG BY PARTICIPATING IN MEETINGS AND CONFERENCES, CONSULTING WITH OTHER PROFESSIONALS, AND ADVOCATING PROFESSIONAL VALUES |
| 1. MAINTAIN PROFESSIONAL AND TECHNICAL KNOWLEDGE BY PARTICIPATING IN CONTINUING EDUCATION AND SEMINARS RELATED TO JOB RESPONSIBILITIES |
| 1. CONTRIBUTE TO TEAM EFFORT BY PARTICIPATING IN QUALITY REVIEWS AND REPORT PROGRESS, NEEDS, AND STATUS OF GOALS REGULARLY |
| 1. TRACK AND COORDINATE ROUTINE TASKS |
| 1. MAINTAIN PROFESSIONALISM AT ALL TIMES TO ENSURE SERVICE QUALITY AND INTEGRITY |
| 1. CONTRIBUTE TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED OR REQUESTED |
| 1. 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 a Mental Health

Social Worker (LMSW)

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 up to 25 pounds
* Typing several hours per day

**Qualifications for Employment**

* Pre-employment physical examination
* Basic Life Support Certification
* 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.

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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.

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Supervisor’s Signature Date