



POSITION: Licensed Clinical Social Worker (LCSW)
DEPARTMENT: Behavioral Health
REPORTS TO: Clinical Director LCSW
PHI LEVEL: 1 (Editing Access-Modify/Edit)
FTE: 100% (40 hours)
STATUS: Salaried, Exempt

Position Summary:

Provides culturally competent clinical services including diagnostic evaluations and therapy, which are consistent with accepted standards of clinical practice and and/or case management services for individuals, couples, and/or families.

Duties & Responsibilities:

1. Provide Assessment, Diagnosis, treatment planning and treatment interventions for children ages 5-18, adults and families systems who are managing mental illness.
2. Prepare and maintain all required treatment records and reports, including but not limited to intake, biopsychosocial assessment, treatment plan, treatment summaries, discharge summaries, data collection forms, and billing forms
3. Maintain HIPAA compliance regarding all client private health information.
4. Input progress notes and information related to patient treatment using an electronic patient management/health record system.
5. Act as client advocate and provide case management referral and assistance to coordinate required services or to resolve crisis situations.
6. Collaborate with other providers in a multi-disciplinary approach to perform clinical assessments and assist in implementing treatment plans.
7. Conduct crisis intervention and emotional stabilization for clients seen in other departments as needed.
8. Comply with IHS Productivity Standards [see Department Policies for details];
9. Comply with Client Chart completion timeliness requirements [see Department Policies for details].

Knowledge, Skills and Abilities

1. Knowledge of and ability to apply mental health principles, diagnostic procedures for diagnosis and treatment; and various modalities of psychotherapy and counseling.
2. Knowledge of human development and mental health treatment for children and families.
3. Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the assessment and treatment of behavioral and affective disorders.
4. 2 years post-licensure and clinical supervisor eligible preferred.
5. Ability to provide comprehensive case management and advocacy.
6. Knowledge of crisis intervention techniques.
7. Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
8. Knowledge of legal and ethical issues related to patients' rights.
9. Knowledge of community mental health resources.

Minimum Qualifications:

- Master’s degree in Social Work with a Bachelor’s degree in psychology preferred.
- Two years of full-time post-master’s degree direct clinical work experience in an appropriate treatment field (child abuse, mental health, victim counseling, and/or substance abuse) indicating full competency in clinical diagnostic assessment skills, and in developing and reviewing individualized treatment plans.
- Licensed in the State of California as a Licensed Clinical Social Worker.
- Must successfully complete the provider credentialing process in accordance with National Accreditation requirements.
- Ability to work with American Indian practitioners and knowledge of various tribal beliefs and practices.
- Familiarity with the alcohol, drug, and family problems within the Sacramento American Indian community.
- Demonstrate cooperative behavior with supervisors, subordinates, colleagues, and patients.
- Compliance with all state and federal laws and regulations, as they pertain to position including; HIPAA, sexual harassment, Scope of Practice, OSHA etc.
- Understands and promotes the mission, vision, and values of the health center both in the work place and in the community.
- This position may be grant funded, continued employment is contingent upon renewed or additional funding and may be discontinued at the close of the grant cycle. Grant funding for any position does not impart any contractual right, either expressed or implied, to remain in Sacramento Native American Health Center, Inc.’s employment for a specific period of time. Grant funding does not affect the Sacramento Native American Health Center, Inc.’s status as an “at will” employer.

Preference in hiring is given to qualified Native Americans in accordance with the **Indian Preference Act** (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, age, gender, religion, sexual orientation, national origin, medical condition or physical or mental disability, genetic characteristic, pregnancy, marital status, veterans status, or other non-merit factors.

***Note to Applicants:** Please be advised that you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at SNAHC.*

Applicants and employees may request an accommodation of a physical or mental disability at any time in the application process or during employment.

By signing below, I do hereby acknowledge and agree to the following statements:

- ✓ I have read the above job description and verify that I am qualified to perform the job responsibilities and duties as outlined in the Minimum Qualifications and Duties and Responsibilities sections.
- ✓ I have received a copy of this job description and understand it
- ✓ I accept the responsibilities listed and I agree to perform the duties listed on this job description to the best of my ability

Employee Signature

Date

I have read the above job description and verify that the job duties and responsibilities are reflective of the needs of this position and that the minimum qualifications accurately portray the necessary qualifications for an applicant filling this position:

Supervisor Signature

Date