

**POSITION DESCRIPTION**

**JOB TITLE:** Licensed Clinical Social Worker

**REPORTS TO:** Behavioral Health Director

**STATUS:** Non-Exempt (Hourly)

**LOCATION:** Medical Clinic

SCHS is a 90-100 employee, full-service, non-profit healthcare clinic serving the needs of the South Minneapolis community. Come make a difference in the lives of people every day while helping us achieve our mission: *To improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.*

**ROLE:** The Licensed Social Worker acts as an advocate and helps clients gain access to resources while confronting personal issues, such as mental illness, addiction and abuse. He/she will be responsible for providing excellent mental health care to patients.

**JOB DUTIES:**

* Work closely with all members of the healthcare team in development of a plan of treatment.
* Develop and maintain thorough knowledge of referral resources throughout the service area.
* Maintain up-to-date knowledge of Medicare, Medicaid and other third-part reimbursement sources.
* Maintain accurate and timely records, including clinical progress notes, according to clinic policy.
* Provide positive customer relations in dealing with patients, families, physicians, members of the healthcare team, referral sources, service agencies and others.
* Seek advice and assistance when necessary.
* Attend and participate in staff meetings and committees.
* Assist with other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Confidence, professional judgment, and emotional resilience and stability.
* Works well both independently and as part of a team.
* Exceptional verbal and written communication skills.
* Ability to exhibit good rapport with clients of varying behavioral issues, ethnic backgrounds and socio-economic status.
* Excellent time management and organizational skills.
* Attention to detail.
* Commitment to the SCHS [mission](http://www.phf.org/AboutUs/Pages/VisionMissionValues.aspx) and [staff values](http://www.phf.org/AboutUs/Pages/Staff_Values.aspx).

**MINIMUM QUALIFICATIONS:**

* Master’s degree in Social Work (MSW) required.
* Maintain licensure as required by the state.
* Possess a strong community health/public health orientation.
* One year experience as a Licensed Clinical Social Worker in a healthcare sitting.
* Experience in community clinics preferred.
* Ability to handle abusive behaviors from patients and/or visitors.
* Bilingual (English/Spanish) preferred.

I have read and agree to abide by the job duties indicated above.

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Name Signature Date

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