



VITALITY UNLIMITED POSITION DESCRIPTION

JOB TITLE: LICENSED CLINICAL SOCIAL WORKER
DEPARTMENT: CLINICAL/TREATMENT
SUPERVISION: CLINICAL SUPERVISOR

JOB SUMMARY:

The Licensed Clinical Social Worker is responsible to insure the quality of the treatment program. The Licensed Clinical Social Worker performs concurrent and retrospective treatment file review of adult inpatient files, outpatient files, and detoxification and CPC files. The Licensed Clinical Social Worker works in conjunction with the Clinical Supervisor and the Program Coordinator to develop/implement modifications to the adult treatment schedules and treatment forms and formulation of new treatment program formats. The job duties include providing assessment, diagnosis, treatment, and case management services to individuals relating to substance abuse and possible mental illness and or emotional problems in a community-based treatment setting. Also performs other duties and responsibilities as assigned by the Clinical Supervisor.

The Licensed Clinical Social Worker reports to and receives direct supervision from the Clinical Supervisor. In carrying out position requirements, the incumbent maintains a cooperative working relationship with other project staff, exercises sound judgment, demonstrates initiative and maintains the confidentiality of protected health information as required by law.

JOB DUTIES AND RESPONSIBILITIES:

1. Conducts intake interviews on new clients.
2. Assesses and/or diagnoses client needs.
3. Conducts individual and/or group therapy.
4. Participates in treatment team, staff, and professional meetings to discuss client progress.
5. Assist in developing community resources for preventive mental health services.
6. Prepares and regularly maintains progress notes, closing, and/or transfer summaries on clients and related duties as required.
7. Provides specialized services to the Vitality Center, such as special program coordination and management.
8. Performs other related duties as required.
9. Conducts reviews of client services for compliance with established policies and procedures set forth by Vitality Center and governing agencies.
10. Ensures confidentiality of client as required by 42CFR Part II.
11. Follows Code of Ethic as stated in NAC 458.
12. Quality Assurance and other duties as assigned.

REQUIREMENTS & QUALIFICATIONS:

1. Licensure by the State of Nevada as a Licensed Clinical Social Worker (LCSW).
2. Five years of full-time work experience in addictions and behavioral health setting.
3. Knowledge of theories and research on personality and intellectual growth and development, individual differences, human motivation, and substance abuse disorders, and co-occurring disorders
4. Knowledge of interview techniques.
5. Knowledge of current trends in the field of substance abuse, mental health, and homeless issues.
6. Knowledge of local community resources.
7. Ability to assess, diagnosis, and implement treatment plans for clients.
8. Ability to establish and maintain effective working relationships with clients, community groups and staff members.
9. Ability to communicate effectively in both oral and written form.
10. Ability to perform counseling services with limited supervision and within a framework of standard policies and procedures.
11. Ability and experience to work under limited supervision.

DESIRABLE QUALIFICATIONS:

Prior experience providing counseling services to the substance abuse, co-occurring disorder, and homeless clients

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.
- **Client Service** - Manages difficult or emotional situations; Responds promptly to client needs; Solicits client comments to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and concisely; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time. Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

EDUCATION:

Minimum of a High School Diploma or GED required.
College degree desirable.

I have read the job description and understand fully the duties of my position.

KNOWLEDGE AND SKILLS:

A minimum of five (5) years' experience in the field of treating addictive disorders and knowledgeable of a wide range of treatment approaches to enhance services. Must have a minimum of two (2) years supervisory experience as a Licensed Clinical Social Worker.

EDUCATION:

The qualified candidate should have minimum of a master's degree in Social Work, Psychology or Counseling, with Licensure in the State of Nevada as a Licensed Clinical Social Worker or Licensed Social Worker, must meet qualifications to maintain licensure regulated by the State of Nevada.

I have read the job description and understand fully the duties of my position.

Signature

Date: _____

Human Resources Coordinator