



JOB TITLE: LICENSED CLINICAL SOCIAL WORKER (LCSW) AND CSW INTERN.
DEPARTMENT: CLINICAL DEPARTMENT
LOCATION (S): CARSON CITY, DAYTON, ELKO, RENO
SUPERVISION: PROGRAM COORDINATOR / CLINICAL SUPERVISOR

JOB SUMMARY:

The licensed clinical social worker (LCSW) and intern (CSW-I) are responsible for ensuring excellent quality evidence-based care. The licensed clinical social worker (CSW-I) performs concurrent and retrospective treatment file review of their own files. The licensed clinical social worker -CSW-I works in conjunction with the clinical supervisor and the program coordinator to develop and implement treatment interventions. The job duties include providing assessment, diagnosis, treatment, to individuals relating to substance use disorders and co-occurring disorders 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 conducting 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:

- Conducts intake interviews with new consumers.
- Assesses and/or diagnoses consumer needs.
- Conducts individual, family and/or group therapy.
- Participate in interdisciplinary team staffing.
- Aid in developing community resources for preventive mental health services.
- Prepares and regularly maintains progress notes, closing, and/or transfer summaries on consumers and related duties as required.
- Conducts reviews of consumer services for compliance with established policies and procedures set forth by Vitality Unlimited and governing agencies.
- Ensures confidentiality of consumer/resident as required by 42CFR Part 1 & II and HIPAA.
- Follows "Code of Ethics" as stated in NAC 641 C.
- The ability to use the electronic health record.
- Maintain up to date consumer records.
- Demonstrate dependability and adaptability.
- Cultivate relationships with referring agencies and other outside resources.
- Performs other related duties as required.

- Submit timely, complete, and accurate documentation of each session including behaviors, and progress in treatment referring to CQI.
- Complete documentation accurately and promptly (within 24 hours of time of service).
- Manage and organize an active caseload.
- Arrange for after care and discharge planning.
- Attend all assigned agency trainings, staff development, supervision, and staff meetings as scheduled.
- Regular review of policies and procedure of the agency including Medicaid requirements.
- Knowledge of theories and research on personality and intellectual growth and development, individual differences, human motivation, and substance use disorders, and co-occurring disorders.
- Knowledge of interview techniques.
- Knowledge of current trends in the field of substance use, and mental health resources
- Knowledge of local community resources (housing, food securing).
- Ability to assess, diagnosis, and implement treatment plans for consumers.
- Ability to establish and maintain effective working relationships with consumers' community groups and staff members.
- Ability to communicate effectively in both oral and written form.
- Ability to perform counseling services with limited supervision and within a framework of standard policies and procedures.
- CSW-I will meet with LCSW supervisor as required.
- Available for after-hours emergencies rotating schedule.

KNOWLEDGE AND SKILLS:

- Prior experience providing counseling services to substance use and co-occurring disorders consumers.
- Provide crisis intervention and support to consumers during challenging situations.
- Collaborate with emergency services and crisis teams when necessary to ensure the safety and well-being of consumers.
- Other duties as assigned.

QUALIFICATIONS:

- Must provide certification at time of employment.
- A valid Nevada driver's license and proof of insurance.
- Must have an acceptable driving record.
- Capable of responding to clients' needs in a variety of situations.
- Physical stamina and the ability to perform tasks that require bending, lifting, sitting, and standing for extended periods of time.

- Must consistently provide a negative drug screen from illicit substances.
- Must demonstrate a thorough knowledge of Vitality Unlimited policies and procedures.
- Must possess and show aptitude for following direction.

EDUCATION:

- The qualified candidate should have a 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 and must meet qualifications to maintain licensure regulated by the State of Nevada.
- Preferably have knowledge of addictive alcohol / drugs, symptoms, and physical and psychological effects the substances have on the individual.

LICENSED CLINICAL SOCIAL WORKER:

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

Employee Signature

Date

Human Resources Specialist Signature

Date

Job description. Revised 05.14.24

References: Information obtained from: Workable (n.d.) Licensed Clinical Social Worker Job Description. Workable Retrieved from: <https://www.resources.workable.com/social-worker-job-description>.