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|  | **POSITION:**  Reports to:  Approved:  Revised:  Department:  FLSA: | JOB DESCRIPTION  **Licensed Master Social Worker**  Director of Quality and Compliance  August 1, 2019  Clinical Operations  Exempt |



**Basic Function:** The Licensed Medical Social Worker works directly with a Supervising Behaviorist, and is responsible for the diagnosis, treatment, and maintenance of a diverse behavioral health and/or medical population. They may perform psychosocial assessments, develop and implement plans of care appropriate care team, assess crisis situations to appropriately provide needed resources and or referrals for the patient, and provide family and individual treatment as indicated. This position works collaboratively with patients, patient's significant other, families, healthcare providers, insurers, community resources, and all other involved parties.

**Primary Functions:**

1. Identifies the health status of patients by taking medical histories, performing examinations and initiating and evaluating screening and diagnostic procedures
2. Attends protected meetings with Supervising Behaviorist at least twice a month.
3. Assists in the coordination of services with other disciplines and patient’s insurance plans;
4. Determines which cases to refer to physicians or other behavioral healthcare providers for further diagnosis and treatment
5. Assumes principle responsibility for the behavioral health maintenance of individuals of all ages with a large spectrum of health problems
6. Initiates appropriate intervention based upon assessment and evaluation of the health status of the individual and explains disease process to patient
7. Documentation/Completion of EHR/Medical Records and keep case histories in accordance with the corporation’s procedures
8. Plans and assumes responsibility for on-going maintenance and clinical management of patients’ emotional behavior, counsels and instructs individuals and families regarding domestic and health related problems
9. Evaluates patients’ emotional behavior, counsels and instructs individuals and families regarding domestic and health related problem.
10. Serves as clinical consultant to medical assistants, nurses, and other personnel
11. Coordinates work activities with families, community agencies and other members of the health team and has a thorough knowledge of community resources
12. Performs additional tasks appropriate to background and training as assigned
13. Quality of care (Quality Measures) and participation in Peer Review on a quarterly basis
14. Analyzes and recommends any needed areas of improvement/development. Monitors, documents, and reports progress toward identified goals and objectives.
15. Complies with CVHC Standards of Conduct and Corporate Compliance.

**Secondary Functions:**

1. Understands role in Disaster Plan and that safety is a condition of employment.
2. Follows CVHC’s policies and procedures.
3. May serves on various CVHC and community committees as requested.
4. Attends meetings, seminars, and conferences as appropriate to ensure skills and knowledge remains current.
5. Other duties as assigned.

**Appearance Standards:**

This position shall follow the appearance standards as outlined in Creek Valley Health Clinic’ Personnel Policy “*Dress and Personal Appearance”*.

**Physical Requirements:**

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| **Medical Clinical Staff - All Levels** | | | | |
|  | **Not Applicable** | **Occasionally** | **Frequently** | **Constantly** |
| **Stand** |  |  | **X** |  |
| **Vision - near** |  |  |  | **X** |
| **Vision – w/assistance** |  |  |  | **X** |
| **Walk** |  | **X** |  |  |
| **Sit** |  |  |  | **X** |
| **Handling** |  |  |  | **X** |
| **Reach outward** |  |  | **X** |  |
| **Reach above shoulder** |  |  | **X** |  |
| **Climb** | **X** |  |  |  |
| **Crawl** | **X** |  |  |  |
| **Squat/kneel** |  | **X** |  |  |
| **Bend** |  | **X** |  |  |
| **Lift/Carry** |  |  |  |  |
| **10 lbs or less** |  | **X** |  |  |
| **11-20 lbs** |  | **X** |  |  |
| **21-50 lbs** |  | **X** |  |  |
| **51-100 lbs** |  | **X** |  |  |
| **Over 100 lbs** | **X** |  |  |  |
| **Push/Pull** |  |  |  |  |
| **12 lbs or less** |  | **X** |  |  |
| **13-25 lbs** |  | **X** |  |  |
| **26-40 lbs** |  | **X** |  |  |
| **41-100 lbs** | **X** |  |  |  |
|  |  |  |  |  |
| Not applicable | Activity does not apply to this position | | | |
| Occasionally | Position requires this activity up to 33% of the time (0-2.5 hrs per day) | | | |
| Frequently | Position requires this activity from 33%-66% of the time (2.5-5.5 hrs) | | | |
| Constantly | Position requires this activity more than 66% of the time (5.5 hrs +) | | | |

**OSHA CATEGORY CLASSIFICATION:**

I understand that the duties that are required of me place me in a Category I.

*While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.*

Travel 🗵 is □is not required. It is anticipated that travel will be: 🗵 5% – 10% □ 50%-75%

□ 10% – 25% □ 75% - 90%

□ 25% – 50%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. **Creek Valley Health Clinic will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. **I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.**

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Print Name Signature Date