



LICENSED CLINICAL SOCIAL WORKER

Job Title: Generalist Licensed Clinical Social Worker

Employment Status: Hourly - Non-Exempt

Program/Department: Counseling

Supervisor: Clinical Director

Salary Range: \$60k - \$70k (DOE) .8 - 1 FTE (Flexible)

Highlights

- Flexible work hours and location (including office space on East and West side)
- Collaborative team environment
- Extensive and accessible benefits *including* professional liability insurance
- Reimbursed parking

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY

JFCS is an Equal Opportunity Employer that values and is strengthened by a diverse workplace.

We welcome and serve members of the Jewish community and individuals of all faiths and backgrounds.

We believe in and uphold our Jewish values through the lenses of equity and justice as reflected in our engagement with clients, hiring practices, volunteers, and staff. Our intention is to welcome and honor people of every race, nationality, ethnicity, socio-economic status, gender, gender expression, sexual orientation, disability, size, age, and the intersectionality of these identities.

[Click here](#) for further information about our commitment to Diversity, Equity, Inclusion, & Accessibility (DEIA)

POSITION SUMMARY

The primary role of this dynamic position is to provide clinical services to adults across the lifespan within the diverse communities JFCS serves. The Licensed Clinical Social Worker provides mental health services to adults with a variety of behavioral health needs. The scope of practice will include individuals, couples, families, and group services, including workshops and presentations as needed. Services will be offered utilizing a hybrid model, with in-office, in-community and telehealth services.

ESSENTIAL JOB FUNCTIONS

- Conducts screening, intake, behavioral health assessments and treatment planning
- Provides trauma-informed, culturally sensitive services to individuals, families and groups
- Develop and provide workshops and psychotherapy groups virtually and in community
- Provides psychoeducation, case management, care coordination, skills training, referrals, and community consultation
 - *May* work with clients who have disabilities and/or care for people with disabilities
 - Provides crisis interventions as needed
- Maintains a caseload of 15-25 client hours per week (65% billable time productivity)
- Assists with client tracking and insurance/self-pay verification



- Documents in agency’s Electronic Health Record (EHR), *Welligent*
 - Clinical documentation is expected to meet the criteria for insurance billing and is completed in accordance with the OAR, contract and organizational standards
- Collects information including finances and insurance information
- Manages insurance verification and billing process for all assigned clients
- Adheres to all current federal & state laws, as well as JFCS policies and procedures, including HIPAA for client privacy
- Other duties as directed by the Clinical Director

SKILLS AND COMPENTENCIES

- Knowledge of or ability to learn and practice trauma-informed principles and practice
- Knowledge of or an ability to learn community resources
- Excellent written and verbal communication skills
- Ability to effectively work with and understand the Jewish community of Portland including but not limited to families, seniors, people with disabilities and Holocaust Survivors.
- Ability to ensure compliance with grants and contracts with a variety of funders with varied guidelines, rules, program and reporting requirements
- Ability and interest in building enthusiasm and referrals through outreach and connection to community-referral sources (Jewish-affiliated community programs; medical clinics; schools and other educational institutions)
- Participates in Utilization Reviews (UR) to ensure quality of services
- Prepares UR reports for supervisor and Quality Assurance Committee review and ensure corrections are made in a timely manner
- Participates in the development of annual work plan based on the agency’s strategic plan and goals, assists with quarterly reports on program’s progress, evaluates progress toward goals and makes service-priority or course-correction recommendations to Clinical Director
- Maintains professional and ethical competency by adhering to the NASW Code of Ethics
- In this role, the employee will operate standard office equipment. JFCS will provide accommodations per request

BENEFITS (if eligible):

- Health, vision and dental insurance
- Accrual of paid time off that can be used for vacation or sick time, and holiday pay
- Employees who work an average of 25 hours per week are eligible for participation in the organization’s 401k plan

(Employee)

Date

(Supervisor)

Date

(Executive Director)

Date