

## JOB DESCRIPTION

### LICENSED CLINICAL SOCIAL WORKER

**Job Title:** Licensed Clinical Social Worker

**Employment Status:** Exempt – Salary

**Program/Department:** Counseling

**Supervisor:** Clinical Director

**Salary Range:** \$83k – \$90k (DOE) .8- 1 FTE (Flexible)

### HIGHLIGHTS

Flexible work hours and location (including potential office space on East and West side)

Reimbursed parking

Collaborative team environment

Extensive and accessible benefits *including* professional liability insurance.

### 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 various behavioral health needs. The LCSW will supervise MSWs and CSWAs so that they can obtain licensure and provide clinical services to children, families, and adults. **Services will be offered utilizing a hybrid model, with in-office, in-community, and telehealth services.**

### PURPOSE AND QUALIFICATIONS FOR THE JOB

*JFCS' mission is to improve the quality of life and self-sufficiency of the Jewish and broader communities throughout the Portland metro area in accordance with Jewish values.*

**JFCS is an Equal Opportunity Employer that values and is strengthened by a diverse workplace.** We believe in and uphold our Jewish values through the lenses of equity and justice, which are 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.

### ESSENTIAL JOB FUNCTIONS

- Conducts screening, intake, behavioral health assessments, and treatment planning
- Provides trauma-informed, culturally sensitive services to individuals, families, and groups for clients across the lifespan, including children and adults.
- Provide clinical supervision or MSW's and CSWA's towards licensure (2 year's experience and CEU's required)
- Provides psychoeducation, case management, care coordination, skills training, referrals, and community consultation.
- Work with clients who identify with disabilities and/or care for people with disabilities.
- Provides crisis intervention if indicated.



Providing **stability & hope**

- Maintains a caseload of 20-25 client hours per week (65% billable time productivity)
- Documents in the agency's Electronic Health Record (EHR), *Welligent and Apricot*
- Clinical documentation is expected to meet the criteria for insurance billing and is completed in accordance with the OAR, contract, and organizational standards.
- Actively participate in outreach for building caseload and expanding pay sources through getting on insurance panels.
- Assist with monitoring billing and payment as needed.
- Adheres to all current federal & state laws and JFCS policies and procedures, including HIPAA for client privacy.
- Other duties as directed by the Clinical Director

#### **SKILLS AND COMPETENCIES**

- Knowledge of or ability to learn and practice trauma-informed principles and practice.
- Experience supervising MSW's and CSWA's to provide clinical services for all populations (this requires the ability to supervise CSWA's towards licensure – all CEU's and registration with the Oregon Board of Social Workers).
- Experience working with a diverse population and creating a therapeutic work environment open to all communities.
- Knowledge of or an ability to learn community resources.
- Excellent written and verbal communication skills.
- 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 various funders with varied guidelines, rules, programs, 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 the quality of services.
- Prepares UR reports for supervisor and Quality Assurance Committee review and ensures corrections are made promptly.
- Participates in developing an annual work plan based on the agency's strategic plan and goals, assists with quarterly reports on the program's progress, evaluates progress toward goals, and makes service-priority or course-correction recommendations to the 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
- Employees can use accrued paid time off for vacation or sick time
- Holiday pay
- Employees who work an average of 25 hours per week are eligible for participation in the organization's 401k plan.

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