

**Job Title:** Licensed Clinical Social Worker  
**Department:** Behavioral Health  
**Classification:** Exempt  
**Reports to:** 1. Physician Office Manager  
2. Chief Executive Officer

### **Summary**

Provide individual counseling; assist with program development and implementation

### **Essential Functions**

- Provides individual and/or family therapy.
- Provide billable mental health services to Medicare patients.
- Physical, psychological and emotional outcomes are individualized and identified
- Formulates a plan of care based on assessment, diagnosis, age and outcome identification
- Systematic and pertinent collection of data for each patient based on age
- The plan of care is consistent with safe, effective patient care and age
- The urgency of psychological, social and emotional needs is determined, and the course of action is formulated to attain expected outcomes
- Implements a plan of care based on assessment, diagnosis, age and outcome identification
- Interventions are based on patient need and consideration of patient and/or significant other
- Evaluates and modifies plan of care based on patient responses and attainment of expected outcomes.
- The patient's response to the intervention is regularly evaluated to determine progress toward resolution of needs
- Adheres to established standards of practice including activities and behavior that characterize professional status
- Is accountable for his/her actions
- Is aware of and adheres to hospital policies and procedures
- Demonstrates adherence to respective policies and procedures
- Functions as Team Member for program(s) and/or classes
- Provides guidance for other team members
- Assists organizing program materials, content, schedule
- Assists Marketing Director in efforts to promote program(s)
- Evaluates all aspects of program effectively and efficiently
- Evaluates comprehension of information presented
- Functions as Facilitator for group session(s) of disease-based programs and/or classes.
- Serves as member of interdisciplinary team to assist with program development
- Plans and implements counseling components of programs/classes
- Communicates information to group in concise and effective manner

### **Education/Experience**

- Licensed clinical social worker, LCSW, LPC, or Licensed Psychologist in the state of PA
- Minimum of 3-5 years of counseling experience.

- Current BLS Healthcare Provider card.

### **Knowledge, Skills and Abilities**

- Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters.
- Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy.
- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team.
- Required to establish and maintain the ability to communicate effectively both verbally and in writing with a variety of socioeconomic, religious and culturally diverse populations of patients, clients, families and the general public in order to gain confidence and cooperation and to establish and maintain contact with facility staff and others.
- Required to abide by, and comply with, established Departmental and TAH policies, procedures and standards.
- Required to establish and maintain acceptable level of attendance.
- Required to perform the duties of the position in a safe and efficient manner.
- Required to assist in maintaining the cleanliness of the work areas.
- Ability to remain calm and perform effectively during critical/emergency situations and pending deadlines.
- Ability to adapt to a wide range of physical and emotional situations and to seek assistance in the application of procedures sufficient to overcome problems.
- Ability to adapt working times or methods and perform effectively in order to meet established, critical deadlines.
- Skills necessary to effectively communicate with various members of the health care team, other health care facilities, community health related organizations, various external parties and regulatory agencies.
- Ability to concentrate and prioritize, resolve problems, and interact with situations. Must be able to remember, reason, understand and be emotionally stable.
- Able to work as a team member.
- Must be willing to use the following management accountabilities and competencies: conflict resolution, staff counseling, problem solving, disciplinary process, policy and procedures implementation, teamwork, staff scheduling, interviewing, budgeting process, cost containment skills and support of peers.

### **Work Environment**

Normal office environment with little exposure to excessive noise, dust and temperature changes. A large part of work is sitting or walking. Stress is a large factor in environment.

Workweek may exceed 40 hours and hours may vary depending on needs.

Travel to various health related or business locations within county may be necessary.

Expected to perform an initial evaluation in one hour and a follow-up in 45 to 50 minutes, on average.

### **Positions Supervised**

None