**Licensed Social Worker (LSW)**

Position Description

The Licensed Social Worker shall have primary responsibility for providing and coordinating all psychosocial programs and assistance to targeted populations of Community Health Centers.

Desired Education or Certifications Criteria

* Bachelor’s Degree in Social Work from an accredited school.
* Current State Social Work Licensure (LSW) required
* Bilingual Spanish and English required
* Minimum one year work experience in an outpatient behavioral health setting preferred

Responsibilities / Functional Job Description

* Responsible for the assessment, planning, arranging, and implementing of psychosocial programs.
* Documents assessment, plan, interactions and interventions according to [CHC] established guidelines and standards
* Maintains knowledge of community resources in order to provide for patients case management needs
* Serves as Behavioral Health community liaison
* Collaborates with LCSWs, Primary Care Providers, and other members of the patient’s interdisciplinary care team in evaluating patient progress against the care plan; participates in revision/update of plan and/or goals.
* Assists Behavioral Health Practice Manager in monitoring behavioral health service delivery related to: insurance prior/re authorization requirements; scheduling initial and confirming follow-up appointments; assisting LCSW with referring patients to other services as needed.
* Assists Behavioral Health Practice Manager in sustaining workflow specifically pertaining to Family Practice Residents administering SBIRT (Screening Brief Intervention Referral and Treatment).
* Engages with Primary Care Providers in conducting warm-hand offs to inform patients about the integrated treatment model and the benefits of behavioral health services and a referral to a Behavioral Health Provider.
* Responsible for compliance with section 330(h) funding requirements for homeless programs
* Miscellaneous duties as assigned

 Desired Knowledge, Skills & Abilities

* Good oral and written communication skills in English and Spanish
* Knowledge of general office practices in a medical setting
* Skill in operating computer databases
* Ability to read, write, and calculate mathematical figures
* Ability to deal with pressure to meet deadlines, to be accurate, and to handle constantly changing situations.
* Ability to deal with a variety of people, deal with stressful situations, and handle conflict.
* Ability to effectively utilize the AIDET model of communication
* Respect and protect confidential data
* Relate to employees, patients, and the public to develop and maintain effective patient and work relationships
* Utilizes formal channels of communication to report concerns, personal requests, and patient issues
* Knowledge of CPT and ICD-10-CM coding
* Skill in identifying and communicating problems to the Clinical Director
* Skill in following behavioral health quality assurance and quality control standards
* Good telephone manners and etiquette
* Skill in documenting and maintaining patient care records
* Knowledge of applicable State Revised Statutes and State Administrative Codes pertaining to Social Workers
* Demonstrates ability in leadership and ability to exercise sound independent judgment in appraising situations and making decisions