

**Indian Health Council, Inc.**  
**Job Description**

**Job Title:**           **Licensed Clinical Social Worker**  
**Department:**       Human Services  
**Reports To:**         Human Services Director  
**FLSA Status:**       Exempt  
**Salary:**             **\$45,000 - \$60,000 / yearly**

**Posted Internal:** 04/10/2009

**Posted External:** 04/10/2009

**SUMMARY**

1. The LCSW provides clinical counseling and support services to Native American individuals, children and their families in accordance with the Prevention Early Intervention (PEI) Grant. Execute objectives as they are established by the grant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

2. Provide psychotherapeutic counseling services to individuals, couples and families.
3. Treatment plans will be developed and agreed upon by both client and clinician. Treatment plans may also include case management services.
4. Serve as a liaison between Human Services Department and IHC Medical Department.
5. Work in conjunction with medical staff in the development of medical/behavioral treatment programs.
6. Provide PEI screenings (depression, anxiety, etc.) for IHC Medical Department.
7. Assist the PEI Clinical Psychologist in the development of assessment instruments.
8. Promote awareness of PEI community wellness activities.
9. Treatment services will include crisis intervention, individual, couples, family and group counseling.
10. Clinicians will collaborate with other IHC departments and outside agencies for the provision of treatment services.
11. Performs all administrative tasks and charting duties/ responsibilities as assigned.
12. Works on the collection of data and other research information as needed.
13. Maintains client confidentiality at all times.
14. Group counseling services will be provided.
15. Attends meetings when assigned and when necessary for individual client care.
16. Maintains client case files in accordance with both HIPPA and IHC regulations.
17. Performs additional duties as assigned and directed by supervisors.
18. Maintains a current license and abides by the ethics code of their profession.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Minimum M.A. or M.S. in Counseling Psychology or related field. Knowledge of psychotherapeutic modalities and their treatment application. Experience in providing behavioral assessments within the Medical Department. Knowledge of community resources and referral agencies. Knowledge of group dynamics. Skill in the practice of individual and group psychotherapy. Skill in interviewing and communicating to elicit information and cooperation from patients. Skill in establishing and maintaining effective working relationships with patients, staff, and the public. Ability to interpret and communicate procedures. Ability to write reports, correctly reflect treatment and document patient's progress. Skill in developing and executing educational groups and parenting classes.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Current (LCSW)

A valid California driver's license and a good driving record will be required at the time of appointment and must be maintained throughout employment.

Driving is required for this position.

CPR certification must be acquired within six months of appointment.

**PHYSICAL DEMANDS**

Essential duties require potential employees to perform duties including but not limited to standing, sitting, walking short distances, lifting, reaching, etc. Employee must be able to travel.

**CUSTOMER RELATIONS**

Responds promptly and with caring actions to patients and employees.

Acknowledge psychosocial, spiritual and cultural beliefs and honor these beliefs.

Maintain professional working relationships with all levels of staff, clients and the public.

Be part of a team and cooperate in accomplishing department/organizational goals and objectives.

**SAFETY**

Maintain current knowledge of policies and procedures as they relate to safe work practices.

**HIPPA/COMPLIANCE**

Maintain client confidentiality according to HIPPA guidelines.

***Indian Preference shall be given in accordance with IHC's Policies and Procedures Section 3, Part 3-1, Paragraph 5***

I have received a copy of my Job Description and accept and understand the responsibilities of my position.

---

**Employee Signature**

---

**Date**