

*Providing Care to the Community*

***Mission:*** *Heritage Health Center will provide high quality primary care for everyone in the Big Horn Basin through respect for patients, staff, and the communities we serve.*

***Vision:*** *To be a health care leader in the communities of the Big Horn Basin by providing access to high‐quality, whole person, care for all citizens.*

We are proud of our organization and the many employees who have and will contribute to our reputation of providing excellent care to individuals regardless of their ability to pay. It is the intent of HHC to employ people who will contribute to the overall success of our organization and to have an atmosphere in which all employees demonstrate an understanding of the importance of HHC’s Mission. We want you to enjoy your work here and fully realize your potential. If you have additional questions or need assistance, please consult your immediate supervisor or the Employee Handbook.

**Position:** Licensed Clinical Social Worker

**Salary:** DOE & Education

**Start Date:** Contingent on background check and license requirements

*POSITION SUMMARY*:

Provides, oversees, and/or administers a wide range of psychosocial evaluation/assessment, diagnostic, counseling therapy, crisis intervention, and/or case management services in a clinical environment which requires a high degree of independent decision-making and program administration. Leads and trains other staff engaged in related case management activities, as appropriate to the individual position.

*ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:*

(Other duties maybe assigned)

* Provides counseling, therapy, and/or psychotherapy to clients and families as appropriate to the position; prepares treatment plans, discharge plans, and follow-up care programs; provides therapeutic crisis intervention and emergency services as required.
* Collects data about patients through interview, case history, psychological tests, and/or observational techniques; evaluates data to identify causes of problems and to determine proper therapeutic approach or referral to other specialists.
* Consults with other therapists and related professional and paraprofessional staff, as appropriate, in the performance of therapeutic and/or casework; refers clients to appropriate service agencies as required.
* Provides and/or arranges for therapeutic interventions as appropriate for patients or clients in a crisis condition and for those with serious disturbance problems.
* Refers clients to appropriate social service agencies for financial assistance and other required services.
* Follows up to determine reliability of treatment used; changes method and degree of therapy when indicated.
* Establishes and maintains case files, referrals, and other related documents for the treatment of clients; prepares related documentation for civil commitment hearings or other legal proceedings; keeps abreast of patient data to ensure appropriate treatment and care are delivered.
* Consults with other legal and treatment agencies and individuals in relation to patient/client records, rights, and responsibilities.
* Plans and facilitates community outreach and education activities, as appropriate to the position; may serve as a liaison and representative to community organizations and schools.
* As appropriate to the position, performs various administrative functions such as monitoring budgets and preparing reports and correspondence; may participate in a variety of research projects to develop service plans, and may propose changes to program policies and procedures.
* May provide formal teaching, consultation, and in-service training to relevant professionals in immediate and proper handling of and/or referral of a variety of matters.

*OTHER RESPONSIBILITIES:*

*SAFETY:*

Family Health Services enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.

*COMPLIANCE:*

* Ensure compliance with all grant and contract fiscal requirements.
* Ensure compliance with all CMS billing and coding standards
* Ensure compliance with all HHC policies and procedures

*REPORTS TO:*

* Chief Executive Officer
* Chief Medical Officer

*MINIMUM REQUIREMENTS*:

* Master's degree in Counseling, Social Work, or an equivalent field.
* At least 3 years of experience that is directly related to the duties and responsibilities specified.
* Current State of Wyoming Licensed Clinical Social Worker (LCSW) license in good standing required or license eligible.

CATEGORY: Full-Time, Exempt

OFFICE LOCATION: Powell, WY

JOB DESCRIPTION EFFECTIVE DATE: June 5, 2017