



Job Description

Job title	<i>Associate Clinical Social Worker (ASW) Associate Marriage and Family Therapist (AMFT)</i>
Reports to	<i>Behavioral Health Director</i>
Department:	<i>Clinical</i>
Status:	<i>Full-time or Part-time Exempt</i>

Operation Samahan Mission

Building Healthier and Happier Communities Together

Operation Samahan Inc. (OSI) is a federally qualified community health center that emerged over forty years ago. The agency serves low-income families and individuals in the County of San Diego in two (2) strategic areas with a high density population of Filipinos/Asian and other low-income, uninsured individuals — National City (Southern San Diego County) and Mira Mesa (North Central San Diego).

JOB PURPOSE

Provides psychotherapy, case management and crisis intervention services to all patients. The Associate Clinical Social Worker (ASW) also acts as an advocate and assists patients gain access to resources. Group clinical supervision is provided on a weekly basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration

- Provide psychotherapy using evidence based interventions, while maintaining BBS and PCMH standard of care.
- Conduct patient intake, screenings, psychosocial assessments, and complete progress notes
- Assist in the process of advocacy for patient access to resources through community programs
- Communicate treatment plan to patients, families and appropriate staff.
- Collaborate and coordinate with the caregiver, physician and medical assistant and all other disciplines to provide the best care for patient.
- Willing to travel to National City Main and Rancho Penasquitos clinic to provide clinical services.

Quality Management

- Contributes to the success of the organization by participating in quality improvement meetings

Customer Relations

- Maintain professional working relationships with all levels of staff, clients and the public.
- Be a team player and cooperate in accomplishing department goals and objectives.

Safety

- Maintain current knowledge of policies and procedures as they relate to safe work practices.
- Follow all safety procedures and report unsafe conditions.

- Know location of nearest fire extinguisher and emergency exits.

Privacy Practices & HIPAA Compliance

- Maintain privacy of all patient, employee and volunteer information and access such information only on a need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent, or unlawful behavior or activity.

Other duties and tasks as assigned.

QUALIFICATIONS

Knowledge, Skills & Abilities

- Master's degree in Social Work or Clinical Psychology from an accredited school
- 1 year of Psychotherapy experience in the last 3 years
- Bilingual in Spanish
- Must be registered with the Board of Behavioral Sciences.
- Must have a high level of organizational skills.
- Highly effective oral and written communication skills.
- Be able to work independently and as a member of a team, and inspire confidence and trust in patients and staff.
- Knowledge and/or experience with CPS and APS reporting
- Must be able to work under stress when confronted with critical or unusual situations.
- Must be able to follow instructions explicitly.
- Demonstrates ability to exercise analytic ability.

Physical and Mental Requirements

- Normal office and health center/hospital environment
- Move throughout the clinic and community.
- Repetitive hand movement, use and view PC. Use fax, telephone, and copier.
- Sits or stand for long period of time, reach, bend, climb, stoop, and lift up to 25lb.
- Read and write, verbal and written communication, time management, and interpersonal skills.
- Prioritize, meet deadlines, and use sound judgment.
- Have reliable transportation, clean driving record, and car insurance as required by the state.

Contribute to team effort and complies with all facility policies and procedures including but not limited to those addressing HIPAA and Compliance and performs other duties as assigned.

Attendance Standards

Consistently be at work and communicate appropriately any attendance issues with supervisor as per policy. Consistently at their work station at the appropriately scheduled time. Does not abuse breaks and/or departure times.

Language Skills

Has the ability to read and comprehend simple instructions, short correspondence, and memos. Has the ability to write complex correspondence. Has the ability to effectively present information in one-on-one and small group situations to patients, visitors, and other employees of the organization.

Mathematical Skills

Has the ability to add, subtract, multiply, divide, and calculate figures. Has the ability to analyze financial results from operations, complete financial and cash flow forecasts

Reasoning Ability

Has the ability to solve practical complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, stoop, kneel, or crouch. The employee frequently is required to reach with hands and arms; use hands to handle or feel; and talk or hear. The employee may be required to lift and/or move up to 15 lbs. and occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORKING RELATIONSHIPS

Reports to: Behavioral Health Director
FLSA Status: Exempt

SIGNATURES

EMPLOYEE: I certify that the foregoing information is correct and complete and describes my job as I understand it. I also certify that I have received a copy of this job description.

Employee Printed Name _____

Employee’s Signature _____ Date _____

IMMEDIATE SUPERVISOR/DEPARTMENT HEAD: I have reviewed the above statements and certify their accuracy with the exceptions noted here: _____

Supervisor’s signature _____ Date _____

CMO’s signature _____ Date _____