

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Licensed Clinical Social Worker/Licensed Clinical Professional Counselor	Grade	
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Department	PHYSICIAN CLINIC	Exempt	
Immediate Supervisor	Chief Clinical Officer	Non-exempt	
Supervisor next in line	CEO	Workweek	

POSITION SUMMARY

Responsible for providing outpatient behavioral health counseling services to individuals, groups & families. Establishes treatment plans and provides assessment and treatment, including coordination with other medical providers.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Graduate degree in Clinical Social Work or degree from a CACREP accredited college required. Active Montana LCPC or LCSW License.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Provides individual counseling, family & group therapy as indicated and approved by the patient and physician.
- 2 Establishes and maintains productive working relationships with patients.
- 3 Conducts psychosocial assessments of patient and family members.
- 4 Provides therapy interventions following established standards of practice.
- 5 Works collaboratively with primary care physicians and behavioral health providers and communicates treatment plans and progress on mutual patients.
- 6 Performs medical record documentation responsibilities as required in a timely manner.
- 7 Contributes to team-based behavioral health model.
- 8 Provides consultation to groups in the Therapeutic Community on an as needed basis.
- 9 Other duties as assigned

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Knowledge, Skills, Abilities:

Supports the mission, vision and values of the Center. Displays a strong patient service focus. Conducts all interactions in a confidential and courteous, professional and timely manner adhering to all Center policies. Ensures that the patients' rights are met. Anticipates patient and coworker requests. Responds appropriately to patient needs. Displays cultural competencies. Adheres to professional boundaries when relating to patients, families and co-workers. Meets goals to increase patient and family satisfaction. Strives for and implements continuous improvement. Actively participates in assuring compliance with key quality indicators selected by the department.

Cooperates with other staff members, keeps team members informed and fosters teamwork. Treats team members with respect, shares resources, shares knowledge, willing to assist with new projects and take on additional work, suggest more efficient work processes. Supports cooperative efforts among departments. Is a reliable member of the team. Participates in and contributes to staff meetings/supervision. Demonstrates flexibility and generosity.

Problem Solving – Displays analytical and basic problem solving skills, innovation and creativity, judgment, anticipates outcomes. Prioritizes planned and unplanned work. Troubleshoots unplanned situations. Communicates problems to managers, as appropriate.

Self Development – Learns all aspects of the position, including revised methods, within appropriate time frames. Completes all mandatory training and attends all required educational programs provided by the Center. Utilizes alternative continuing educational resources (seminars, conferences), which are realistic and cost efficient. Demonstrates job-specific and department specific competencies.

Demonstrates the knowledge and skills necessary to provide care, based on physical, psychosocial, educational, safety and related criteria, appropriate to the age of the adolescent, adult, middle-aged adult, older adult served. Competency considers the staff member's knowledge, skills and abilities as demonstrated in the following areas: knowledge of growth and development; ability to assess age-specific data; ability to provide age specific data to others; ability to interpret age specific response to treatment and ability to involve family and/or significant other in decision-making related to plan of care.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
X	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly

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	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly
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I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date