
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: ASSOCIATE SOCIAL WORKER (ASW)
Grade: 11/12 (DOE)

Reports to:	BHS Director	Department:	BHS
Classification:	Non-Exempt	Supervises:	None

POSITION SUMMARY:

This individual is responsible to provide clinical services to individuals and their families as allowed under the scope of practice of their licensure. Under the direction of the BHS Director, this person will monitor and provide treatment plans, assessments, evaluations and diagnosis of patients.

ESSENTIAL FUNCTIONS:

1. Provide intake evaluation including case management, needs assessment, mental status evaluations, diagnosis, and treatment of agency's patients. Maintains appropriate documentation of services in client electronic record utilizing an electronic health record (EHR) format.
2. Under the direction of the BHS Director, participate in clinical supervision for BHS services and make recommendations to the BHS Director as it relates to clinical care.
3. Participates in quality assurance activities for the programs service delivery, including clinical care and documentation.
4. Responsible for continuity of care in the provision of comprehensive services and coordinates communication with other service components of the agency and outside agencies involved with agency clients.
5. Adheres to the agency's policies and procedures for the department.
6. Adheres to the agency's code of ethics and complies with the State Mental Health Code.
7. Complies with agency standard for service delivery.

ADDITIONAL RESPONSIBILITIES:

1. Serves on agency committees, working groups and other bodies as assigned.
2. Preparation of monthly reports outlining activities of BHS Clinical Services.
3. Work with organization in development and provision of mental health education for staff and patients.
4. Participate in continuing education in order to provide the highest quality of care to the patient population
5. Under the direction of the BHS Director, participates in chart reviews and completing required reports, of all assigned clinical interns.
6. Utilize electronic health records functions of the agency.
7. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
8. Attend staff trainings and meetings as required.

KNOWLEDGE, SKILLS AND ABILITIES:

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.

1. Ability to establish and maintain effective working relationships; coordinate activities among the clinical staff in the department and groups outside the organization.
2. Ability to plan, supervise and execute clinical policies and objectives.
3. Ability to communicate clearly and concisely.
4. Human relation skills to deal effectively with patients, clients, staff, Board members, community members and visitors in person and on the telephone.

5. Ability to work independently and productively.
6. Demonstrate awareness, sensitivity, and appreciation of Indian culture, traditions, customs, and socioeconomic needs.
7. Exercise balanced judgment in evaluating situations and making decisions.
8. Ability to maintain strict confidentiality of all patient records.
9. Ability to maintain a professional attitude and appearance at all times.
10. Ability to arrive at work promptly and maintain regular attendance.

EDUCATION AND EXPERIENCE:

1. Graduate of an accredited University with a Masters Degree in Clinical Social Work.
2. Current and active license as an Associate Social Worker
3. One (1) year experience as an ASW.
4. Experience and training in alcohol and substance abuse counseling, preferred.

PHYSICAL REQUIREMENTS:

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 disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Executive Director: _____

Date: _____
