

Jewish Family Service of Tidewater, Inc.

JOB DESCRIPTION

POSITION TITLE: Contract Clinical Social Worker

IMMEDIATE SUPERVISOR: Director of Clinical and Adoption Services

DEPARTMENT: Clinical Services

Essential Duties and Responsibilities:

- Provides initial assessment services and direct psychotherapeutic services.
- Provides direct casework services to children, adults, and families.
- Provides adoption and foster care services to clients in compliance with all established standards and regulations established by the federal government and the Commonwealth of Virginia Department of Social Services, governing such acts under the auspices of the operation of a Licensed Child Placing Agency, as applicable.
- Provides direct social work services/in-school counseling services for local schools, as applicable.
- Performs basic administrative tasks to include all agency required paperwork, statistical reporting, correspondence, and scheduling of client related services.
- Renders psycho-educational services.
- Provides consultative and support services to other community agencies.
- Participates in supervisory meetings by bringing in relevant issues for discussion and review.
- Available for both daytime and evening hours to accommodate client's scheduling needs.
- Compliance with all agency policies regarding confidentiality, HIPAA, and Code of Ethics.
- Compliance with all agency policies and procedures; adherence to all applicable federal and state laws; adherence to all state and federal regulations and standards governing the agency operating as a Licensed Child Placing Agency; and adherence to all elements of the agency compliance plan.
- Performs all other duties as may be necessary or requested by supervisor or the Executive Director.

Knowledge and Skills:

- Ability to establish positive professional working relationships with clients, co-workers, and members of the community.
- Knowledge and professional work experience preferred in the practice of outpatient psychotherapy with individuals, couples, families, and groups.
- Knowledge of basic computer skills to include Excel, Word, or other related programs used by the Agency.
- Valid driver's license required.

Physical Requirements:

May include: lifting up to 25 pounds and standing for one hour at a time.

Education and Experience:

- Master's Degree from an accredited graduate school program, with a major in Social Work, Counseling, or Psychology.
- Licensed to practice Clinical Social Work in the Commonwealth of Virginia, Board of Social Work.
- Minimum 3 years post graduate degree clinical counseling experience and experience providing casework to children, adults, and their families.
- Eligible for Managed Care Networks.

I have received a copy and have read this job description.

Employee Signature

Date

Supervisor Signature

Date

NOTE: This job description is not an all-inclusive list. Management may modify, add, remove, or assign other duties and essential functions, as it deems necessary.