UNIVERSITY OF SOUTHERN CALIFORNIA

Social Worker

Job Code: 187307

Grade: J
OT Eligible: No
Comp Approval: 2/25/2016

JOB SUMMARY:

Provides a full range of clinical services to include assessment of individual and/or departmental needs, short term treatment, referral, crisis intervention and psycho-educational training. Contributes to design of program content and policies addressing family, personal and work related issues. Develops and conducts training sessions for faculty and staff to increase awareness and skills in dealing with chemical dependence, stress and other issues affecting employee morale and performance. Evaluates programs on an ongoing basis, including bilingual and bicultural activities. Provides supervision to graduate students.

JOB ACCOUNTABILITIES:

* E/M/NA  % TIME

Conducts individual, couple and family assessment and diagnostic sessions. Provides referral, short term counseling and crisis intervention services as appropriate. Submits reports to government agencies as mandated by law.  

Consults with department administrators regarding problems presented by staff and/or faculty related to psychosocial factors such as chemical dependence, job related stress and interpersonal relations with co-workers, subordinates and supervisors. Leads clients to development of strategies for conflict resolution.  

Reviews and evaluates client progress and establishes follow-up contact. Determines evaluation methodology and establishes appropriate clinical techniques. Maintains confidential client records. Reports and analyzes results.  

Assists in development of community based referral network. Organizes, coordinates and conducts reviews of community resources and social service agencies and other psychosocial referral sources for employees. Plans and implements outreach activities and promotional campaigns.  

Manages the delivery of services to targeted program participants or beneficiaries. Communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance reviews and recommends changes as appropriate. Develops and maintains automated or manual systems and procedures to facilitate program operations.  

Assists in development of prevention, intervention, referral and outreach services. Represents director in his/her absence or at the director’s request.  

Supervises graduate student interns and liaises with appropriate academic unit(s). Coordinates hourly professional staff. Provides administrative direction and clinical consultation. Conducts staff development activities.  

Develops and conducts workshops, seminars and related activities appropriate for USC faculty and staff. Conducts training sessions with university administrators regarding chemical dependence, stress and referral procedures. Assists in design of new training activities. Coordinates and supplements training activities provided by departments and schools.
Participates in development and dissemination of promotional materials to include brochures and advertisements for university publications. Promotes services provided.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY**

Essential: [ ] No  
[ ] Yes  
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
Master's degree

**Minimum Experience:**
2 years
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
Social work. Must be licensed or license eligible.

**Preferred Experience:**
5 years

**Preferred Field of Expertise:**
Clinical social work in university or industrial environment.

**Skills:**
**Administrative:**
Writes memorandums for own signature

**Skills:**
**Other:**
Analysis
Assessment/evaluation
Clinical documentation
Communication -- written and oral skills
Conceptualization and design
Counseling
Crisis intervention
Crisis management
Customer service
Group consultation
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Scheduling
Teaching/training

Skills: Machine/Equipment
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
May supervise staff, student, temporary or resource workers.

SIGNATURES:

Employee: _______________________________ Date:_____________________________
Supervisor: _______________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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