UNIVERSITY OF SOUTHERN CALIFORNIA

Clinical Social Worker

Job Code: 187311

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

**JOB SUMMARY:**

Provides professional social work services to patients and their families in order to maintain or restore them to their highest level of functioning. Position may provide general or specialized social work services.

**JOB ACCOUNTABILITIES:**

**E/M/NA  % TIME**

Conducts initial assessment of all new patients; interviews and evaluates patients and family members. Identifies factors which may interfere with obtaining maximum benefits from treatment.

Develops and implements patient management plans, including the coordination of referrals to specialty and social services, the recording of progress notes and the provision of continuity of care.

Participates in monitoring and evaluating the quality and appropriateness of patient care.

Provides appropriate therapeutic services to assist patients and families in coping with presenting symptoms and problems.

Participates on interdisciplinary treatment team.

Maintains records and makes written and oral reports concerning patient care, counseling and therapeutic activities. Prepares reports and other documents concerning patients.

Maintains compliance with established university and department policies and procedures, quality assurance, safety, environmental, infection control and complies with requirements of accreditation and regulatory agencies.

Conducts specialized in-service training in area of expertise for various audiences.

Attends and participates in staff development programs, department related conferences and administrative meetings.

Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents university and/or unit as assigned.

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:  

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

**Minimum Field of Expertise:**

Master's degree from accredited school of social work. Current California State License in Clinical Social Work. Experience in providing professional social work services to patients and their families. Specialized experience may be required.

**Skills: Other:**

Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Mediation
Networking
Planning
Problem identification and resolution
Public speaking/presentations

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ___________________________  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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