



Job Description: LICENSED CLINICAL SOCIAL WORKER (LCSW)

Job Title: Licensed Clinical Social Worker (LCSW)
Reports to: Client Services Director

Classification: Exempt

JOB SUMMARY:

General Summary of Duties:

To assist in carrying out the mission of Iris to empower Survivors, prevent relationship violence, and promote justice for victims of DV and dating violence, their children, and our communities. As a member of the Iris Domestic Violence Programs, and under the supervision of the Director of Client Services, the LCSW is responsible primarily for providing counseling to residential and non-residential clients and walk-in clients (within their assigned caseload). The LCSW is the primary interface for access services such as peer/family counseling and support, screening, assessment, brief treatment, consultative services, education and engagement, linkages, outreach and advocacy. The LCSW will sit down one on one with victims of DV and dating violence, their children and offer mental health therapy (based on a Trauma-Informed Care approach) to help them improve the quality of their lives. The LCSW will also oversee the Case Management work of Case Managers and Advocates who provide direct support and advocacy services geared to enhancing the development, problem-solving, and coping capacities of people; provide resources and services to people; linking people with systems that provide them with resources, services, and opportunities; information and referrals to outside agencies and to the legal department as appropriate and the LCSW will coordinate/oversee the work of the Social Worker interns assigned.

Typical Working Conditions: Full or part-time. Multiple site urban, inner-city environment. Requires day, evening and night shift scheduled work. Overtime may be mandatory.

Major Responsibilities:

- Adhere to Scope of practice standards promulgated by the Louisiana State Board of Social Work
- Provide group, individual, or family therapy to clients as assigned
- Utilize one or more of the well-known Trauma-Informed Care specific interventions indicated below:
 - Addiction and Trauma Recovery Integration Model (ATRIUM)
 - Essence of Being Real
 - Risking Connection®
 - Sanctuary Model®
 - Seeking Safety
 - Trauma, Addiction, Mental Health, and Recovery (TAMAR)
 - Trauma Affect Regulation: Guide for Education and Therapy (TARGET)
 - Trauma Recovery and Empowerment Model (TREM and M-TREM)
- Conduct brief, non-stigmatizing screenings to evaluate the needs of adults and older adults, adolescents, and/or children for mental health and support services, based on direct interview and interaction with the family and/or discussion with other staff members who interact with the family. Assess, evaluate, formulate and implement treatment plans for clients
- Perform comprehensive assessment for mental health, substance abuse, co-occurring disorders, domestic violence and medical needs. Conduct follow-up as appropriate based on results of evaluation.
- Provide early interventions and referrals to specialty mental health services, including referral for more intensive psychological or psychiatric support services, if needed.

- Document findings in client records according to established protocol. Submit monthly reports on number of unduplicated clients, behavioral health consultations, screenings, assessments and brief treatment encounters provided.
- Maintain client records, including all mandated agency forms in accordance agency policy, state Confidentiality and HIPPA laws. Keep all records and information confidential. Maintain confidentiality regarding privileged administrative and client information in a professional manner.
- Keep case load as required and ensures case documentation is up-to-date and reflective of services provided.
- Conducts ongoing periodic evaluation and at exit of program for all clients. Conduct patient satisfaction surveys with all patients receiving services. Also, participate in program development and evaluation, and collect and compile data as required by program and funding sources.
- Facilitates and oversees Case Management and Support Groups for victim's domestic violence.
- Attend Case Management/Support Group meetings, as needed
- Handles client concerns with regards to counseling issues.
- Report suspected child and elder abuse and follow up on all such reports.
- Supervision of interns.
- Other duties as assigned by supervisor.

Training/Education

1. Participate in coalitions, workshops, meetings, and other trainings that will facilitate knowledge of domestic violence as it applies to counseling clients.
2. Participate and assist in volunteer trainings.
3. Present educational and outreach presentations to community organizations, service providers, and other relevant agencies on topics and issues related to domestic violence and sexual assault.
4. Assist in providing technical assistance and/or training to volunteers and other community groups.
5. Update outreach materials and maintain material for curriculum and procedures.

Evaluation:

This job position will be evaluated using three key indicators.

1. **Program Evaluation** – Iris will assess what we expect to see happen as a result of our program that is measurable and would tell us if our outcomes are meeting our objectives. More specifically, Iris will be measuring short-term outcomes which measure proximal change. Proximal changes are those more immediate and/or incremental changes. Since our programs are designed to result in immediate, measurable change in victims lives, we will measure did changes occur. Monthly Program Statistics must be reported by this position and must include pre and post victim surveys and other required program documentation.
2. **Process Evaluation** – Iris will assess the degree to which our program is operating as intended. This will help Iris assess what we are doing, how we are doing it, why we are doing it, who is receiving the services, how much service and support victims are receiving, the degree to which staff, volunteers, and victims are satisfied, and how we might improve our programs. Strategies and methods will include interviews with staff, volunteers, and victims (focus groups, behavioral observations, and client service records). Monthly Process Statistics must be reported by this position and must include Crisis Call Interviews, Intake Assessments, and service intervention documentation, outreach/community awareness activities, CCRT and other process documentation.
3. **Performance Evaluation** – Individual staff performance evaluation will combine both our Program and Process evaluations into this job performance expectation and evaluations for this job position will be reviewed monthly

Required Qualifications:

1. Must be a Licensed Clinical Social Worker (LCSW) or counselor in the State of Louisiana and have a minimum of a Master's Degree in one or more of the following: mental health counseling, marriage and family therapy, social work or related field.
2. Must meet screening requirements, which include a Criminal Background check and

- State Child Abuse Registry clearance.
3. Must have a dependable automobile with valid driver's license and current insurance coverage (state minimum)
 4. Must complete 30 Hours of Domestic Violence Training Annually (40 hours 1st year only)
 5. Must have familiarity with the needs of the target population and experience working with domestic violence and/or crisis intervention services.
 6. Completes and provides evidence of Licensure Renewals annually and copies of Continuing Education Credits, ACLS/BLS Certification
 7. Must be able to secure and Maintain Provider Participation in all Bayou Health Insurance Plans.
 8. Completes all Mandatory In-house Training (HIPPA, OSHA, Fire Safety) annually and any other mandated by the employer

Volunteers Acceptance of volunteer application is contingent upon satisfactory results of background, fingerprint, drug and motor vehicle record checks. Students will be considered Volunteers and must complete a volunteer application.

Students must have regular supervision, consultation and/or review of cases, by a licensed psychiatrist, psychologist, social worker, or certified therapist licensed in the state of Louisiana.

Contract practitioners must provide a copy of their license, proof of liability insurance and must be able to demonstrate relevant experience and training.

Required Skills:

1. Must be knowledgeable of the principles of sound therapeutic practices with victims of sexual abuse/assault, including working with the continuum of sexual abuse/assault services.
2. Must understand victimization and demonstrate practices sensitive to sexual abuse/assault issues in therapy.
3. Strong oral communication skills required to effectively communicate with a broad range of individuals.
4. Strong written communications skills required to maintain quality documentation.
5. Ability to prioritize all aspects of the job is a key to success.
6. Ability to provide group, individual, and family counseling sessions.
7. Strong problem solving skills required and must be a common sense thinker who can be a quick decision maker when necessary.
8. Must display professionalism and leadership qualities.
9. Knowledge and respect of all confidentiality issues.
10. Fluency in languages other than English, specifically Spanish, is strongly preferred

Physical Requirements:

1. Able to lift 20 pounds and to perform basic office tasks (with or without assistance).
2. Prolong standing, sitting and walking
3. Driving (may be required to transport client, materials or perform routine errands as a part of routine work assignments).

ACKNOWLEDGMENT:

I have read this job description and acknowledge the areas of responsibility, continuing education/certification requirements and physical demands. My signature below indicates my acceptance of this job description and attests to my understanding, acceptance, capabilities and suitability for these functions

Employee Signature

Date