

IMPERIAL COUNTY OFFICE OF EDUCATION

CLASS TITLE: LICENSED CLINICAL SOCIAL WORKER

BASIC FUNCTION:

Under the direction of the Assigned Administrator, work independently to provide assessment, diagnoses, individual and group treatment, family services and case management to children with behavioral, social or emotional problems caused by a variety of physical, social, and psychological factors; consult and collaborate with District personnel and social service organizations to provide needed resources to children and families; develop programs to enhance the social, emotional and academic well-being of students.

OTHER DISTINGUISHING FACTORS:

Incumbents of the Licensed Clinical Social Worker (LCSW) position will be required to perform the general representative duties listed below, but may be distinct from one another through specialized assignments with a focus on such areas including, but not limited to, child abuse, neglect, domestic violence; substance and alcohol abuse; physical and/or developmental disabilities; behavioral disabilities; or family dysfunctions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Conduct clinical assessments using a variety of sources, methods, and approaches including, but not limited to, standardized testing tools to evaluate and diagnose children with behavioral, social or emotional problems referred by counselors, psychologists, district staff and outside organizations.

Provide crisis intervention, individual and group treatment, psychotherapy, family services, and case management for referred children; respond to crises; refer children to school programs and outside agencies as appropriate.

Compile and evaluate student information in the development and implementation of individual treatment plans; interview students and identify issues; work with students, parents, District personnel and others to resolve identified problems.

Provide ongoing treatment and counsel; conduct home visits as necessary; monitor progress in program related activities and effectiveness of psychotherapy and treatment; process related forms and applications; follow-up and re-evaluate appropriately.

Consult and collaborate with District personnel and social services organizations in providing needed resources to children and families; provide educational training and advice to District personnel concerning proper methods of dealing with children exhibiting psychological or emotional issues.

Communicate with students, families, District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Maintain confidentiality of treatment records, reports, and other sensitive and privileged information.

Licensed Clinical Social Worker – Continued

Attend and participate in assigned meetings, conferences, and in-services.

Provide supervision, work direction, training, and evaluation of subordinate staff.

Operate office equipment including a computer and assigned software; drive a vehicle to conduct field work.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures relating to social work;
Theories of psychodynamics, human behavior, and group dynamics;
Principles, practices, and methods of interviewing, assessment, diagnosis, and evaluation; Individual and group counseling techniques;
Methods and techniques of psychotherapy;
Methods and procedures of standardized testing tools including but not limited to PTST Scale for Children and Adolescents, the Child Behavioral Checklist, the Trauma Symptom Checklist for Children, or the Trauma Symptom Checklist for Young Children;
Child development, adolescence, dysfunctional family problems, social problems, crisis intervention, and abnormal behavior;
Needs and problems of children and families from diverse socio-economic and cultural backgrounds;
Problems and concerns of students with special needs;
Appropriate referral agencies;
Social casework methods and practices;
Legal and ethical aspects of child counseling and treatment including confidentiality and privacy rights;
Record keeping techniques;
Research methods and report writing techniques;
Policies and objectives of assigned program and activities;
Interpersonal skills using tact, patience, and courtesy;
Basic principles of supervision and training.

ABILITY TO:

Understand and learn the agency program, policies, and procedures;
Obtain facts and recognize the relevant and significant considerations;
Organize and maintain workload priorities and caseload management in an appropriate and efficient manner;

Effectively communicate in oral and written form;
Establish and maintain client rapport and effective working relationships with staff;
Operate a personal computer and other office equipment;
Respond appropriately to situations;
Maintain confidential information in accordance with legal standards.

EDUCATION AND EXPERIENCE:

Master's degree in social work, psychology, or counseling.

LICENSES AND OTHER REQUIREMENTS:

A valid license issued by the CA Board of Behavioral Sciences to practice as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC).

Valid California Class C Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Hazards:

Contact with hostile or abusive individuals with unpredictable behaviors.