

# Job description

Children of the Immaculate Heart

The Refuge, STRTP

## **JOB DESCRIPTION**

Clinical Social Worker, LCSW (Master's Level)

### ***FLSA Status:***

Non-Exempt

### ***Reports To:***

Executive Director

### ***Job Summary:***

Provides case management services to youth, supervises the placement for each assigned youth and provides support for them. This includes: Ensuring that each youth's needs are met. Making sure that each home/unit is in compliance with all Children of the Immaculate Agency policies, county policies and California Code of Regulations, Title 22, and the STRTP Interim Licensing Standard Regulations. Instructing, counseling, training and supporting youth in dealing with their specific needs.

### ***Key Performance Indicators/Primary Functions***

- Respond to and attend to details of crisis that may arise during working and non-working (on call) hours. Carry out emergency pager/cellular phone during certain periods
- Cultivate contact and relationships with outside agencies and individuals that have both direct and indirect bearings on case(s). These include: County Social Workers, county eligible technicians, school personnel, placement workers or referring agencies, Regional Center Personnel, Mental Health Professionals.
- Control and authorize all contact with natural family members. Clarify all visits and services with county social workers. When practical, support and encourage all family and friends to comply with service plan and seek therapy programs as needed.
- Initiate and complete all documentation including: placement papers, medical forms, Needs and Services Plans (30 Day Reports), Quarterly Reports, Treatment Plans, Social worker contact records, all other documentation as described in the Policies and Procedures Manual.
- Utilize personal specialists and provide at least one additional program duty as assigned according to needs and abilities (interview prospective youth and train prospective youth)

- Responsible for completing youth and non-minor dependent initial Intake Assessment in the absence of the Administrator, Clinical Supervisor, or Facility Manager
- A Social Worker will have various responsibilities to maintain on an ongoing basis. These will be described in daily duties, monthly duties, quarterly duties, and ongoing duties.

### ***Daily Duties:***

Daily, the Social Worker will check with the receptionist for phone messages or check voice mail a minimum of two (2) times per day, one of those times being at the end of the business day and try to return all call the same business day. Other daily duties, including maintaining documentation in the youth files and Social Worker Notebooks, as described under the Documentation Section.

### ***Weekly Duties:***

On a weekly basis a Social Worker attends all required meetings. These include staff meetings, Social Worker meetings, and supervision. A weekly staff prayer time is optional. A Social Worker also meeting one time per week with each youth. Fewer visits may be authorized by the regional Director. Upon completion of this meeting, an entry is made in the Social Worker Contact Record regarding the content of the meeting.

### ***Monthly Duties:***

Once per month, the Social Worker updates or initiates a Treatment Plan for each youth. After the first month that a youth is in the home/unit, a Needs and Services Plan (30-Day Report) is completed. This is completed once only.

### ***Quarterly Duties:***

Once every quarter (3 months), after the youth's placement date, the Social Worker completes a Quarterly Report. Even though a 30-Day Report is done one month after placement, the Quarterly Report is still completed three months after the placement date. This would be two months after the 30-Day Report and then every three months after. The Quarterly Report is completed every three months from the date of placement until the placement is terminated or otherwise no longer supervised by Children of the Immaculate Heart.

### ***Required Qualifications:***

1. Minimum of a Master's Degree from an accredited college or university in one of the following: Criminal Justice, Social Work, Social Welfare, Marriage, Family and Youth Counseling; Youth Psychology, Youth Development, Counseling Psychology, Social Psychology, Clinical Psychology, educational Psychology; or Education with an

emphasis on Counseling, or professional experience commensurate with academic qualifications or both.

2. Prefer the possession of professional licensure as: LMFT, LPCC, or LCSW

3. One-year full time social work or casework employment in the field(s) of Criminal Justice, or Family or Youth Welfare Services, or:

a) Two years full time work or casework employment, in addition to, at least two years' full time work experience in a supervisory/management capacity in the field of social work, criminal justice, or a closely related field. All the following coursework and field experience listed below are highly preferred, but not required, but which may also be completed as part of a master's degree.

- At least three (3) semester units of field practice at the master's level or six (6) month full-time equivalent experience in a public or private social service agency setting.
- At least nine (9) semester units of coursework related to criminal justice or human development or human behavior, or, within the first year of employment
- Experience working with foster youth, juveniles, or parolees as a major responsibility of the position
- At least three (3) semester units in working with minority populations, six (6) months working with minority populations or training in cultural competency and working with minority populations within the first six (6) months of employment as a condition of employment.
- At least three (3) semester units in youth welfare, or at least six (6) months of experience in a public or private juvenile detention or adult correctional facility.
- Computer skills required

The individual will demonstrate a proven ability to administer and manage personnel in a cooperative and professional manner. A philosophy of support for abused youth juveniles and parolees in line with values, mission, and treatment philosophy of Children of the Immaculate Heart. Will have a management philosophy that respects the value of people and seeks to maximize their potential in the workplace.

- Will also be in good physical condition and as such be able to participate in recreational activities with the youth.
- Will have good leadership, writing, and oral communication skills
- Will be available for a 40-hour work week and be available for all shifts.
- Will undergo the same screening in training procedures required by state regulations including, but not limited to, reference checks, DOJ, FBI, and Child Abuse Check Index (CACI) fingerprinting for criminal clearance, First Aid and CPR certification, and a preliminary health screening which includes a tuberculosis (TB) test. Candidate is also required to sign the Criminal Record Statement and Statement Acknowledging Requirement to Report Suspected Child Abuse.

Desired Qualifications:

1. Prior supervisory experience preferred
2. Managerial experience in a culturally diverse workplace

This job description is not intended to be all-inclusive, and the employee will perform other job related duties as assigned by the immediate supervisor or other management as required.

***Principal Interactions:***

The primary relationships include the CEO, the Assistant House Manager, the Childcare Workers, the Teacher, the Teacher Assistant, and the Therapist.

***Supervisor:*** Chief Executive Officer (CEO)

***Language Skills:***

Ability to read, analyze, and interpret all company policies and House Manuals. Ability to write clearly.

Ability to effectively present information and respond to questions from residents, other child care workers, staff, and administration. Ability to speak Spanish is a benefit.

***Reasoning Ability:***

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format.

***Required Certificates, Licenses, Registrations:***

- LMFT, LPCC, LCSW
- A valid driver's license from the state of California
- First Aid certified or ability to become certified within two (2) months of employment
- Medication Management certified

***Physical Demands:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and /or move up to 25 pounds.

***Work Environment:***

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job: occasional exposure to uncontrolled physical behaviors of a resident such as screaming, kicking, or throwing objects.

Job Types: Full-time, Part-time

Pay: From \$52,000.00 per year