



**Position:** Licensed Clinical Social Worker  
**Classification/FLSA:** Full-Time/Exempt

The Licensed Clinical Social Worker (LCSW) is the primary interface to access services such as peer/family counseling and support, mental and substance abuse screening and assessment, treatment, consultative services, education and engagement, linkages, outreach and advocacy. The LCSW will conduct one-on-one sessions with homeless families and 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 and link clients with resources, services opportunities and systems; and information and referrals to outside agencies. The LCSW will coordinate/oversee the work of assigned Social Worker interns. The LCSW will work in multiple urban sites/inner-city environment.

#### **Essential Responsibilities:**

- 1) Adhere to scope of practice standards promulgated by the California State Board of Social Work
- 2) Provide group, individual, or family therapy to clients as assigned
- 3) Utilize one or more of the well-known Trauma-Informed Care specific interventions including: 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)
- 4) 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
- 5) 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.
- 6) Provide early interventions and referrals to specialty mental health services, including referral for more intensive psychological or psychiatric support services, if needed.
- 7) 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.

- 8) Maintain client records, including all mandated agency forms in accordance with 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.
- 9) Keep case load as required and ensure case documentation is up-to-date and reflective of services provided.
- 10) Conduct 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.
- 11) Facilitate and oversee Case Management and client Support Groups.
- 12) Attend Case Management/Support Group meetings, as needed
- 13) Handles client concerns with regards to counseling issues.
- 14) Report suspected child abuse and follow up on all such reports.
- 15) Supervision of interns.
- 16) Other duties as assigned by supervisor.

#### **Training/Education:**

- 1) Participate in coalitions, workshops, meetings, and other trainings that will facilitate knowledge regarding homeless families, transition-age youth(TAY) and issues they face 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 TAY families and family homelessness.
- 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.

#### **Required Qualifications:**

- 1) Must be a Licensed Clinical Social Worker (LCSW) in the State of California 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 (may be required to transport client, materials or perform routine errands as a part of routine work assignments)
- 4) Must have familiarity with the needs of the target population and experience working with in crisis intervention services.
- 5) Complete and provide evidence of Licensure Renewals annually and copies of Continuing Education Credits, BBS licensure or current registration.
- 6) Requires day and evening shift scheduled work.

### **Required Skills:**

- 1) Must be knowledgeable of the principles of sound therapeutic practices for persons who have experienced traumatic situations.
- 2) Must understand victimization and demonstrate practices sensitive to these 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.
- 11) Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- 12) Experience using a data management system to record client information and interactions.

### **TO APPLY:**

To be considered for a position, email resume to [hr@upwardboundhouse.org](mailto:hr@upwardboundhouse.org). Please be sure to reference **Job Title** in the subject line of your email. Due to the volume of resumes received, no calls or faxes regarding submission will be returned. Your resume will only be routed correctly and considered, if all the qualifications are met.