



## JOB DESCRIPTION

**JOB TITLE:** Licensed Clinical Social Worker  
**PAY GRADE:** \_\_\_\_\_  
**EXEMPTION STATUS:**  X  Exempt   Non-Exempt  
**REVISED DATE:** February 2021

**SUMMARY:** Under supervision of the Clinic Director, a Clinical Social Worker professionally applies social work methods and theory to the diagnosis, prevention, and treatment of psychosocial dysfunction, impairment, or disability, including mental, emotional, and behavioral disorders for families, individuals, groups, and organizations. The main responsibility of a clinical social worker is to screen medical records, conduct interviews and assessments, set treatment goals, and arrange for expediting and coordinating services, and provide counseling to all ages.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Investigates and works in close collaboration with physicians and other health care personnel in patient evaluation and treatment to further their understanding of significant social and emotional factors underlying patient's health problem.
- Assists patients and their families with personal and environmental difficulties related to their illness and/or other health problems.
- Establishes and runs family and patient therapy groups as needed.
- Provides counseling to patients and/or families as to achieve improved health and functioning. This includes all ages with the goal to serve over 50% under the age of 18.
- Participates in the teaching of medical students, residents, and other students regarding the growth, development and behavior of children, youth, adults, and families.
- Promotes health education and wellness.
- Attends staff meetings.
- Refers patients to physicians or other healthcare providers and facilities as needed.
- Participates in department committees that may involve planning and development of programs and services.
- Case Management.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**EDUCATION AND/OR EXPERIENCE:** Master's degree from an accredited institution. Must be licensed in the State of Tennessee according to licensure rules and regulations as a Clinical Social Worker. 2-3 years of experience in psychiatric social work preferred.

**LANGUAGE SKILLS:** Ability to read, analyze, interpret, and comprehend instructions (whether written or verbal), correspondence, professional journals, and technical procedures. Ability to compose correspondence and documentation. Ability to effectively present information and respond to questions in one-on-one and small group situations to patients, third parties, and other employees of the organization; whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

**COMPUTER SKILLS:** Proficient computer skills with ability to work fluently in the Electronic Medical Record (EMR) system.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables. Ability to apply common sense, in difficult situations.

**OTHER SKILLS AND ABILITIES:** Ability to establish and maintain an effective working relationship with faculty members, staff, patients, and other third parties. Ability to operate computer, keyboard, and printer. Ability to concentrate under high demands and listen effectively. Must have good judgment and problem solving skills. Ability to organize tasks, work as a team member and/or independently using sound Clinical Social Worker skills with a variety of professional disciplines.

**WORK ENVIRONMENT:** The work environment characteristics are representative of those for employee encounters while performing the essential functions of this job within a standard clinical office or outpatient setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Exposure to communicable disease, including COVID-19, blood, body fluids, hazardous chemicals, and sharp instruments. Exposure to injury from patients or equipment.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands and fingers to handle or feel objects; reach with hands and arms; and talk or hear at normal ranges within the setting. The employee occasionally is required to bend, stoop, kneel, crouch, and/or crawl. The employee is occasionally required to climb or balance.

The employee may occasionally lift, carry, and/or move up to 25 pounds. Specific vision abilities required by this job include depth perception and the ability to adjust focus. Rapid mobility may also be required on occasions.

Because Clinical Social Work involves frequently dealing with crises, the profession requires emotional resilience and stability.

**ATTENDANCE:** Regular attendance is a requirement of this position.

**DISCLAIMER:** The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

**By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date