



**KEDREN ACUTE PSYCHIATRIC HOSPITAL  
AND COMMUNITY MENTAL HEALTH CENTER**

**JOB DESCRIPTION**

**POSITION TITLE:**  
**LICENSED CLINICAL SOCIAL WORKER/  
MARRIAGE AND FAMILY THERAPIST**

**JOB CLASSIFICATION:**  
**EXEMPT**

**TITLE OF IMMEDIATE SUPERVISOR:**  
**PROGRAM DIRECTOR, IN-PATIENT SOCIAL SERVICES**

**DIVISION:**  
**MENTAL HEALTH SERVICES**

**POSITION OBJECTIVE:**

Under the direct supervision of the Program Director, In-Patient Social Services. The Licensed Clinical Social Worker/Marriage and Family Therapist are responsible for the initial psychosocial assessment, participation in treatment planning, coordination of intensive habilitative segments of treatment program (e.g. socialization, vocational, etc.). The Licensed Clinical Social Worker may also participate in the supervision of unlicensed MSW/MFT Intern and Case Managers as required.

**MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:**

Possesses a valid License as a Clinical Social Worker or Marriage and Family Therapist granted by the California Board of Behavioral Science; At least. Two (2) years experience in a mental health setting. Cultural competency is essential. Willingness to participate in Agency's Cultural Competency Program.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Conducts individual, conjoint or family therapy with assigned patients.
2. Assists in the formulation and implementation of coordination and service plans.
3. Participates in the review process to ensure that all clients accomplish full participation in program.
4. Assures continuity of care.
5. Responsible for discharge planning.
6. Participates in in-service training for team.
7. Relieves other primary therapists in the Agency as needed.
8. Practices confidentiality in client related matters.
9. Cooperates with fund raising activities for the Agency.
10. Must have the ability to work with multicultural and ethnic populations; and
11. Practices loyalty and commitment to the philosophy, goal and objectives of the Agency.
12. Maintains records and prepares reports or necessary referrals to assist in the treatment of clients;
13. Serves as liaison to other departments to facilitate communication and referral of clients;
14. Monitors patient's satisfaction with services on a quarterly basis;
15. consults with other agencies when appropriate;

**GENERAL STANDARDS FOR CLINICAL SOCIAL WORK/ MARRIAGE FAMILY THERAPY PRACTICE**

Adequate records shall be maintained on each individual patient and shall include diagnostic studies and a record of services provided by the various disciplines to make possible the evaluation of services. The records shall reflect the following:

- a. A psycho-social history
- b. Documentation of the presenting problems as given by the client
- c. Diagnostic studies/tests and/or a diagnostic interview in sufficient details to sustain a preliminary diagnosis
- d. An assessment of how a client's illness impairs his functioning
- e. A coordination and service plan which includes treatment goals (short-term and long range).
- f. A global assessment scale rating upon entry into treatment
- g. Progress notes entries, giving a description of the changes in client's condition including the client's general response to treatment and observations of psychosocial and physical manifestations
- h. Progress notes are to be dated
- i. Progress note entries signed with at least the first initial and surname of the therapist
- j. Records shall be signed and identified by discipline
- k. Chart entries signed by social work students, trainees, or volunteers shall be countersigned by a supervisor
- l. The records of service provided shall be in sufficient detail to make possible the evaluation of the service and its quality
- m. Chart entries shall be legible
- n. Contact shall be made for missed appointments either by telephone or letter and documented
- o. Cases inactive for thirty (30) days or more shall be completed and closed
- p. The discharge summary or note must include:
  - 1) A recapitulation of the client's course of treatment
  - 2) A description of the client's condition on discharge
  - 3) Recommendations concerning follow-up or aftercare
  - 4) The client's immediate disposition upon discharge
- q. The discharge summary shall reflect an exit global assessment scale rating
- r. A final diagnosis shall be written in standard DSM-IV nomenclature

All patient records shall be confidential. Information and records shall be disclosed only to: professional persons providing the patient with services or referral; qualified professionals involved in conservatorship proceeding in behalf of the patient; persons designated in writing by the patient or by his/her parent (in case of a minor); a patient's guardian or conservator; agencies to whom the patient is making a claim for insurance, aid or medical assistance; agencies designated by the patient to which he/she is applying for life or disability insurance; the courts as necessary to the administration of justice; government law enforcement agencies as needed for the protection of Federal and State elected constitutional officers and their families; the patient's attorney' or an ex-patient's probation officer if both the ex-patient and the medical director agree to it.

The following conditions shall be followed if information and/or records have been released to professional involved in the client's treatment, there shall be a record of:

1. The date of release
2. The circumstances of release
3. The name(s) of the recipient(s) and their relationship to the client
4. The specific information disclosed

In each instance where records/information have been released to persons or agencies outside the facility, there shall be a written consent signed by the client permitting this.

If there is any instance where the information regarding a patient was denied an employer because release would be contrary to the patient's best interest, the client must be notified within five (5) days.

If the patient's clinical record information for employment purposes is denied to the patient, there shall be a copy of a formal notice to this effect following the medical records policies and procedures as outlined in that offices' manual.

### **STANDARDS FOR CLINICAL SOCIAL WORK PRACTICE – IN-PATIENT SERVICES**

1. Clinical social work services shall be provided as a primary therapist's function in each in-patient service.
2. Office space shall be available in which to see clients in private.
3. Records should indicate that the client has one therapist primarily responsible for his/her case.
4. Whenever possible, if a client returns to the facility after discharge, he/she should be assigned to the same therapist.
5. If a case has been inactive there shall be a case review within sixty (60) days for outpatients.
6. The clinical social worker shall participate, as well as make case presentations, in the regularly scheduled staff meetings/case conferences to discuss the evaluation and treatment of patients.
7. Records of service and progress reports by therapist shall be completed each visit for outpatients.

**Position Title: Licensed Clinical Social Worker, LCSW/MFT**

8. Therapy is to incorporate the appropriate psychiatric treatment modalities with emphasis on short-term treatment.
9. If there is a question about the client's medical/psychiatric treatment, the staff psychiatrist is to be consulted, as the psychiatrist shall assume medical responsibility for all patients.

### **STANDARDS FOR CLINICAL SOCIAL WORK PRACTICE - PARTIAL HOSPITALIZATION**

1. Clinical social work services shall be provided as a primary therapist's function in each partial hospitalization service.
2. As a member of the treatment team the social worker ensures that the patient receives the following services by direct intervention, referral, recommendation, or from observation:
  - A. Lunch or meals for full-day patients
  - B. Recreational therapy
  - C. Occupational therapy
  - D. Group therapy
  - E. Individual therapy
  - F. Screening
  - G. Prescriptions and medication
  - H. A physical examination when there is no evidence of a recent physical examination
3. Records of service and progress reports by the primary therapist shall be completed each day for partial hospitalization clients.
4. If a case has been inactive there shall be a case review within thirty (30) days.

### **STANDARDS FOR CLINICAL SOCIAL WORK PRACTICE - INPATIENT SERVICES**

1. Clinical social work services shall be provided as a primary therapist's function and in each inpatient service.
2. There shall be at least one licensed clinical social worker for every fifty (50) patients.
3. A social service assessment of the client shall be completed within 48 hours of admission.
4. Social services shall be provided by the social workers under the direction of the medical staff.
5. The social worker shall bring to the attention of the medical/nursing staff any observations which may warrant general medical, neurological and/or surgical services.
6. Progress notes shall be entered into the patient's medical record by the primary therapist at least every other day for inpatients. A summary note shall be written upon completion of the treatment program.
7. All documentation of services shall be completed within seventy-two (72) hours after discharge.

## **SUPERVISED LEARNING EXPERIENCE FOR SOCIAL WORK TRAINEES**

1. Unlicensed social work personnel must be supervised by a LCSW, a minimum of one hour per week.
2. Social work personnel pursuing licensure must have one year of qualifying experience under supervision, of which, 800 clinical hours may be a licensed psychologist, board certified psychiatrist, or licensed clinical social worker.
3. Social work personnel who receives supervised training experience at Kedren Community Mental Health Center shall be subject to the standards, policies and procedures outlined in the trainee manual (see attached B).