



JOB INFORMATION

<i>Job Code:</i>	187311
<i>Job Title:</i>	Clinical Social Worker
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Social Work/Counseling
<i>Job Family Group:</i>	Social Work
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides professional social work services to patients and their families in order to maintain or restore them to their highest level of functioning. May provide general or specialized social work services.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		Or
X		Master's degree	Social Work	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in social work.
X		Experience in providing professional social work services to patients and their families.

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Licensed Clinical Social Worker (LCSW) or LCSW eligible.

Licenses

Req	Pref	License(s)
	X	Licensed Clinical Social Worker (LCSW)

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Conducts initial assessment of all new patients; interviews and evaluates patients and family members. Identifies factors which may interfere with obtaining maximum benefits from treatment.				
Develops and implements patient management plans, including the coordination of referrals to specialty and social services, the recording of progress notes and the provision of continuity of care.				
Participates in monitoring and evaluating the quality and appropriateness of patient care.				
Provides appropriate therapeutic services to assist patients and families in coping with presenting symptoms and problems.				
Participates on interdisciplinary treatment team.				
Maintains records and makes written and oral reports concerning patient care, counseling and therapeutic activities. Prepares reports and other documents concerning patients.				
Maintains compliance with established university and department policies and procedures, quality assurance, safety, environmental, infection control and complies with requirements of accreditation and regulatory agencies.				
Conducts specialized in-service training in area of expertise for various audiences.				
Attends and participates in staff development programs, department related conferences and administrative meetings.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents university and/or unit as assigned.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected

under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.