



## **JOB DESCRIPTION**

### **Licensed Clinical Social Worker**

**Reporting to:** Manager, Recovery Services  
**EEO Category:** Professionals

**FLSA Classification:** Exempt  
**PRO:** Community Based

#### **POSITION SUMMARY**

This position will provide high quality, compassionate and ethical individual, family and group therapy services at our Willowbrook Office. The primary population will be adults with serious mental illnesses.

#### **RESPONSIBILITIES**

##### **Therapy Services (55%)**

- Assess, evaluate, and provide guidance on overall recovery goals to consumers
- Coordinate with clients to develop a person-centered treatment plan for services
- Provide individual, family and group services
- Arrange referrals to external treatment domains or agencies, as needed
- Lead group therapy sessions, when applicable
- Home-based services, as assigned
- Case management services, as indicated
- Provide consultation and education services, as requested
- Travel to provide therapy services in a variety of flexible settings within the larger community, as needed

##### **Relationship Development/Management (20%)**

- Build and maintain caring and trusting relationships with client and family members
- Build and maintain a strong network of external relationships (which may include DCS, other mental health agencies, health providers, probation and community agencies, etc.)
- Collaboratively and effectively work with a multi-disciplinary team
- Effectively communicate with the Utilization Management staff regarding MRO prior authorizations
- Collaborate and communicate as needed to maintain a strong referral network
- Collaborate and communicate with all parties involved in working towards client's identified goals

##### **Reporting and Documentation (20%)**

- Complete documentation and billing in MIX according to Aspire policies and procedures
- Keep timely, thorough and accurate progress notes, document next steps, and update treatment plans accordingly
- Seek and document routinely clinical supervision on all individual cases
- Demonstrate respect for client confidentiality practices
- Timely completion and maintenance of case and agency paperwork according to Aspire standards and as required by external agencies (C/ANSA, BPHC, payee, etc), as well as internal unit and organizational reports and documentation

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- Timely completion of all required unit and/or organizational reports and/or documentation according to policies and procedures (e.g. PTO requests, expense sheets, training requests, TB documentation, car insurance, etc.)

### **Professional Development (5%)**

- Complete and maintain compliance with required trainings and education required for the position
- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training
- Successfully acquire and maintain ANSA and/or CANS certification(s), per position requirements
- Proactively create and execute a professional development plan to stay current within field
- Maintain CEU expectations for licensure

## **COMPETENCIES**

### Core Competencies

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

### Position-specific Competencies

- **Flexible** - Quickly adapt to the client and the location and address emergent situations
- **Problem-solver** - Critical, creative thinker in solving problems and reaching goals with clients in a patient manner
- **Collaborative** - Work cooperatively with clients and family members (if applicable), as well as outside treatment agencies, to reach goals identified in client treatment plan
- **Detail-oriented** - Exercise organizational discipline in maintenance of accurate documentation systems and case management practices
- **Consistent** – Develops steady and trusting relationship with clients through dependable, non-judgmental approach to achieving goals

## **CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE**

### **Education**

- Doctoral degree in Psychology or a Master’s degree in Social Work, Psychology, Counseling or other mental health related field required

### **Experience**

- Minimum of (2) two year’s experience in related field required
- Recognized as a Licensed Psychologist with HSPP endorsement, Licensed Clinical Social Worker, Licensed Mental Health Counselor or Licensed Marriage and Family Therapist by the by the State of Indiana or License Eligible required
- LCSW licensure highly preferred
- Recognized as a Licensed Clinical Addictions Counselor (LCAC) by the State of Indiana, a plus
- Knowledge of social service systems, community resources, legal systems, school systems, special education and child welfare systems highly preferred

### **Other**

- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism

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- Must be able to work independently as well as collaboratively within a team setting
- Knowledge and application of utilizing social service systems (Medicaid, Social Security, Corrections, etc.)
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Responsible for complying with Aspire Indiana's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Must comply with all Aspire policies and procedures
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Must possess/maintain a valid driver's license, current automobile insurance and a driving record that meets the guidelines and requirements of the organization
- Must have the ability to use personal car to transport self and others
- Display a positive work ethic

#### **PHYSICAL DEMANDS & WORKING CONDITIONS**

The nature of work may generate considerable physical (transporting, moving, assisting clients, etc), mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment with minimal travel within the community
- Heavy exposure/use of computers, cell phones, office phones, etc.
- Daily, weekly, monthly and annual deadlines
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to be physically mobile (stand, walk, sit, climb, bend) throughout work hours
- Must be able to occasionally lift and/or move 20 or more pounds
- Must be able to respond appropriately in crisis situations by following Aspire protocols

#### **Background Checks**

Employment is contingent on background checks as required by Aspire's policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

#### **Supervisory Responsibilities**

This position has no supervisory responsibilities

#### **Work Hazard Category**

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Category II - Tasks that may involve exposure or potential exposure to blood, body fluids or tissues. Appropriate protective equipment will be readily available to every employee engaged in Category II tasks.

**Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

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Employee Signature

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Date

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Printed Name