



**Cassopolis**  
**Family Clinic Network**

**Job Posting**

**Date:** 9/15/2020

**Title:** Licensed Master Social Worker

**FLSA:** Exempt

**Location:** Niles Community Health Center

Cassopolis Family Clinic Network (CFCN) is seeking a Licensed Master Social Worker to add to the CFCN team. The Licensed Master Social Worker is responsible for assessing patients for depression and risky substance use behaviors using standardized screening tools. Provides therapy for patients with behavioral health problems complicated by environment and personal difficulties. Develops psycho-social assessments. Identifies patient needs and refers patients to appropriate community services. Is fully engaged and integrated as part of the patient care team, providing input into care plans, and alerting the medical staff of psycho-social issues complicating health conditions.

**Principle Duties and Responsibilities:**

- Promotes the mission and philosophy of providing quality healthcare and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Maintains a commitment to the achievement of quality healthcare services by maintaining patient rights, safety, privacy, confidentiality and the “customer relations” philosophy.
- Promotes the integrated behavioral health / primary care model. Provides staff and patient education in the integrated model and patient centered health home.
- Screening - assesses patients for depression and risky substance use behaviors using standardized screening tools.
- Brief Intervention - engages patients showing risky substance use behaviors in a short conversation, providing feedback and advice.
- Referral to Treatment - provides referrals to brief therapy or additional treatment for patients who screen in need of additional services
- Conducts therapy/case manages patients within community standards to set and accomplish specific goals. Focuses on clinical, psycho-social, education, financial and post-hospital needs.
- Participates in care management. Is fully engaged and integrated as part of the patient care team. Provides input into care plans, and alerts the care team of the psycho-social issues complicating health conditions.
- Participates in quality assurance activities.
- Secures needed release(s) of information. Keeps records related to care activities secured, assuring records are accessible to medical providers as needed.
- Maintains a commitment to professional growth and development by participation in mandatory in-services, certification, clinic committees and educational programs to maintain competency.

- Establishes and maintains open and positive communication in all aspects of job performance.
- Identifies needs with assistance from providers and community agencies and conducts group sessions for target populations.
- Identifies, establishes and maintains relationships with client referral providers within Southwest Michigan which can best meet client needs and works with the financial limitations of the patients.
- Mentors and supervises social work intern students.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities Required:**

Education:

- Master's Degree from an accredited school of Social Work.

Experience:

- Three to six months health related experience.

Skills:

- Excellent reading, writing, understanding and ability to speak the English language and mathematical skills.
- Ability to work independently of supervision.
- Must possess working knowledge of billing/coding for behavioral health services.

Interpersonal:

- Excellent communication, ability to work with individuals of diverse economic, social and/or cultural backgrounds.
- Able to demonstrate customer focused interpersonal skills in order to interact in an effective manner with patients and families.
- Able to effectively collaborate with administration, physicians and clinical support staff as part of the patient care team.
- Ability to organize, prioritize and manage time.
- Ability to multi-task, set priorities and goals.

Knowledge:

- Knowledge of behavioral health service provision
- Knowledge of organization policies, procedures, systems and objectives.
- Knowledge of computer systems and applications.

Certificate/License:

- Licensure as a Masters Social Worker in the State of Michigan.

**Reporting Relationships:**

Reports to the Chief Operating Officer

**How to Apply:**

For consideration, please send your resume to Tammy Howard 261 M-62 Cassopolis, MI or email: [thoward@cassfamilyclinic.org](mailto:thoward@cassfamilyclinic.org).