JOB TITLE: SOCIAL WORKER

REPORTING RELATIONSHIP

Works under the administrative direction of the clinic manager, and under the clinical direction of the HMC associate director of social work responsible for social work services in ambulatory care.

POSITION SUMMARY

As a member of a health care team, provides professional social work services to primary care patients focusing on providing direct patient care, research, and teaching.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following information is designed to outline the essential functions and requirements for this position. It does not identify all tasks that may be expected, nor address the performance standards which should be maintained.

1. Provide direct social work services to patients ranging from infancy to adulthood receiving care in the KDM Clinic. Social work interventions include psychosocial assessment, crisis intervention, information and referral, advocacy, and concrete services. Priority patients are:
   - Patients in need of psychiatric evaluation
   - Minors
   - Victims of sexual assault
   - Victims of domestic violence, elder, and child abuse
   - Patients needing nursing home placements
   - Patients with chemical dependency and other psycho-social emergencies
   - Patients needing general resources including transportation and housing
   - Patients needing other services as requested by provider

2. Provide mental health care coordination in accordance with the MHIP model

3. Support and closely coordinate mental health care with the patient’s primary care provider and other treating mental health providers.

4. Screen and assess patients for common mental and substance abuse disorders

5. Provide patient education about common mental and substance abuse disorders and available treatment options.
6. Monitor clients (in person or by telephone) for changes in clinical symptoms and treatment side effects or complications.

7. Support psychotropic medication management prescribed by PCPs, focusing on treatment adherence, attention to side effects, and effectiveness of treatment.

8. Provide brief counseling or psychotherapy using evidence based techniques such as behavioral activation, motivational interviewing, cognitive behavioral therapy, or other relevant skills.

9. Provide or facilitate in-clinic or outside referrals to evidence-based techniques psychosocial treatments as clinically indicated.

10. Conduct regularly scheduled (usually weekly) caseload consultations with the consulting team psychiatrist and communicate resulting treatment recommendations to the patient’s PCP. These consultations will primarily focus on patients who are new to treatment or who are not improving as expected.

11. Facilitate patient engagement and follow-up in mental health care.

12. Track patient follow-up and clinical outcomes using the web-based MHITS care management tracking system. Document in person and telephone encounters in MHITS and use the system to identify and reengage patients who may be lost to follow up.

13. Document patient progress and treatment recommendations in MHITS so that they can be easily shared with PCPs, the consulting psychiatrist, and other treating providers.

14. Facilitate treatment plan changes for patients who are not improving as expected in consultation with the PCP and team psychiatrist. These may include changes in medications or psychosocial treatments or appropriate referrals for additional services.

15. Facilitate referrals for clinically indicated services outside the primary care clinic (e.g. social services such as housing assistance, vocational rehabilitation, mental health specialty care, substance abuse treatment).

16. Facilitate GA-U/GA-X / SSI eligibility process with CSO.

17. Complete relapse prevention plans with clients who are in remission.

18. Complete core curriculum and participate in regular training and technical assistance activities for Mental Health coordinators.

19. Maintain a strong social work role in the clinic and collaboratively provide patient care with other disciplines in this area.

20. Have knowledge of the UW Neighborhood Clinics, the HMC Social Work Department, and MHIP policies relevant to delivery of services to clients in the clinic, as well as, knowledge of legal requirements for vulnerable populations, involuntary treatment for psychiatric patients and patients with chemical dependencies.
21. Adhere to the UW Neighborhood Clinics, HMC Social Work Department, and MHIP standards for documentation and confidentiality.
22. Establish solid working relationships with representatives from public and private agencies to facilitate patient entry into these systems and to coordinate service delivery.
23. Demonstrate knowledge of a wide range of community resources available for patients in the clinic.
24. Provide telephone information and referral to individuals and agencies calling for information or consultation.
25. Provide clinical services with respect for patients/family rights and within the NASW code of ethics.
26. Exercise independent decision-making authority and expertise specific to assigned area of practice.
27. Provides specialty consultation to other health care staff.
28. Performs related duties as required. Ability to function in a fast-paced, intensive, and time pressured work environment.
29. Observes principles of data security and patient confidentiality. Maintains ethical standards in the performance of duties and in interactions with patients, coworkers, and health care professionals.
30. Demonstrates professional demeanor in appearance and behavior, and in all work-related interactions.

**PERFORMANCE REQUIREMENTS**

**Knowledge, Skills, and Abilities:**

There may be instances where individual positions must have additional licenses or certification.

**Education:**

A Master of Social Work Degree from a program accredited by the Council on Social Work Education

**Experience:**

- Two years of full-time professional social work experience in a health-care setting or equivalent
- Eligible to be a social work practicum instructor for the University of Washington School of Social Work.
- Must be eligible for credentialing through the Harborview Medical Center Administrative Credentialing Committee for Allied Health Practitioners.
Legal Requirement

- Registration as a Licensed Social Work Associate Advanced or Independent Clinical, or as an Agency Affiliated Counselor by the State of Washington within 90 days of employment. Licensure as a Social Worker by the State of Washington within one year of employment.

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 talk or hear. The employee is regularly required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls, and reach with hands and arms.

- The employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to focus.