



TITLE: Licensed Clinical Social Worker

REPORTS TO: Clinic Program Coordinator

HOURS/STATUS: Temporary Coverage/Full Time /Non-Exempt (start date July 21,2025)

SALARY RANGE: \$28.98 - \$33.98

JOB SUMMARY

Under the direction and supervision of the Manager of Clinical Services, LCSW will provide individual and group psychotherapy as outlined on the Clinic Program's Plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Functions as a member of the Article 16 clinic and respite teams in order that services may be coordinated and delivered in an efficient and effective manner
- Facilitates individual and group therapies to individuals enrolled in the Article 16 Clinic
- Serves as an advocate, as needed for individuals
- Initiates and facilitates referrals to community agencies
- Completes mandated documentation pertaining to services provided including treatment plans every 90 days
- Maintains accurate daily notes and completes in a timely manner
- Maintains Article 16 Clinic caseload.
- Attends Agency in-service programs, staff meetings, and workshops as directed
- Demonstrates sensitivity to and respect for the diverse cultural backgrounds and practices of students, staff and families of Holy Childhood
- Other Duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate and provide examples of continuous personal development and improvement; an individual focused attitude; communication skills (verbal and written); problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects.

EDUCATION and/or EXPERIENCE

LCSW required. 2-5 years of experience; previous experience working with individuals with developmentally disabilities and exemplary communication, organizational and facilitation skills strongly preferred.

EQUAL OPPORTUNITY EMPLOYER

Holy Childhood, Inc., does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

Employee Signature

Date