Job Title: Licensed Clinical Social Worker (LCSW)  
Licensed Marriage and Family Therapist (LMFT)
Department: Mental Health
Reports To: Supervisor
FLSA Status: Non-exempt
Prepared Date: July 2019

Primary Purpose of the Job
Under the direction of the Clinical Director, the licensed clinician is responsible for providing outpatient individual, family and couples therapy to adult, adolescent, and child clients at a Hively designated facility and/or site. All employees at Hively are required to have Criminal Justice clearance.

Essential Duties
● Develop, monitor and implement treatment goals and interventions for all modalities of direct service.
● Perform accurate and timely record keeping and documentation of all client related activities (progress notes, treatment plans and discharge summaries, etc.).
● Perform case management services according to licensure and scope of practice as needed.
● Interact with staff and clients in a professional and ethical manner.
● Perform additional job-related duties and responsibilities as requested.

Required Knowledge, Skills and Abilities:
● Must be licensed for 2 or more years with a Master’s Degree in Clinical Social Work or Marriage and Family Therapy.
● Ability to join insurance panels.
● Knowledge and basic skills in counseling practices and methods.
● Ability to plan, implement, evaluate and report activities conducted.
● Ability to communicate effectively in writing and to prepare written and electronic documents.
● Ability to communicate orally, both in person and by telephone.
● Ability to travel to meetings, other campuses and counseling sites.
● Ability to establish rapport with others as a requisite for healthy and therapeutic relationships.
● Ability to be both consistent and flexible as circumstances warrant.
● Ability to effectively weigh and evaluate personal needs, client needs and the aims and policies of the agency and to respond and negotiate these competing needs as appropriate.
● Ability to remain calm and supportive in psychological emergencies and/or crises.
Preferred Knowledge, Skills and Abilities

- Bilingual in English and Spanish is a plus.

Physical Requirements

- Ability to sit at a desk for extended amounts of time
- Ability to stand for extended amounts of time
- Manual dexterity to use a telephone and computer
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to speak in audible tones so that others may understand clearly in normal conversations and over the telephone
- Physical agility to lift and carry up to 20 pounds and to bend, stoop, walk and reach overhead
- Physical agility to push/pull, squat, twist and turn
- Mental acuity to perform the essential functions of this position in an accurate and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Hively adheres to the provisions of ADA regarding reasonable accommodation procedures.