

Position: Manager, Licensed Clinical Social Worker – Categorically Funded

Grade: 26 (Management Salary Schedule)

### **Summary**

The Licensed Clinical Social Worker (LCSW) assists the College Psychologist in providing psychological services to the college community. The LCSW accomplishes this in direct clinical and non-clinical services to students and college personnel working with students; in assisting and providing direct one on one and group supervision to clinical psychology doctoral practicum students providing clinical services to students; in policy, procedure, and practice review and development; in professional development and other training provided to college personnel; and other means as appropriate.

This position serves as a resource and liaison for the college community on issues of health and psychological health promotion, which may include classroom presentations, and staff/faculty professional development activities. Provides student mental health counseling and assigned associated services, including individual and group therapy, crisis intervention, assessment, conduct consultation, and mental health awareness and promotion services.

### **Distinguishing Career Features**

The LCSW reports to the Associate Dean of Student Health and Wellness Services. This position provides direct clinical and non-clinical services to students, including assisting the College Psychologist in providing ongoing guidance and evaluation of a small program of fourth-year clinical psychology doctoral practicum students. Provides consultations, trainings, and presentations to college personnel on matters of student mental health, including conduct management and crisis response; conducts campus outreach; and maintains currency in the literature on current mental health trends and practices. This position stays consistent with generally accepted safe and effective practices, and responsive as per generally accepted professional standards.

### **Essential Duties and Responsibilities**

- Provide mental health services, including brief individual and group counseling and mental health assessment and referral services to students with a wide range of mental health needs to support their academic success and retention.
- Provide triage and crisis intervention to students and individuals in need, and act as a resource to faculty and staff. Provide crisis intervention, evaluation and referral to community resources, as well as collaborates with community psychiatric evaluation teams, as needed.
- Serve on the Crisis Assessment Intervention & Response (CAIR) Team to review reports regarding students of concern submitted by members of the campus community and the general public; to develop a collaborative and coordinated action or intervention plan to respond to students of concern and follow-up; to initiate threat assessments and risk determination; to create protocols, processes, procedures, and recommend policies to enhance the effectiveness of the CAIR Team; to assess and monitor national trends and events that may impact the institution; and to educate the campus community about the resources available.
- Provide direct clinical and non-clinical services to students, including assisting the College Psychologist in providing ongoing guidance and evaluation of a small program of fourth-year

clinical psychology doctoral practicum students.

- Collaborate with the campus community to design innovative programs that promote student mental wellness and support student retention and success. These programs are prevention focused and may include anger management, substance abuse harm reduction, relationship skills development, and suicide prevention.
- Ensure students have knowledge of and equal access to campus-based mental health services through a variety of venues, such as student orientation, ongoing outreach, marketing, and small and large group education.
- Serve as a resource to faculty, staff, and administration on mental health and wellness issues that may influence student behavior, including but not limited to, motivation, learning process issues, serious mental illness, suicide, violence, stalking, and threats towards others, anger management, conflict resolution, and social/communication skills.
- Review, research, and modify mental health protocols/policies on an annual basis to assure compliance with laws, regulations, and accepted professional standards of practice; gather data to determine campus trends and needs; recommend protocol/policy modifications in response to identified needs.
- Participate in the Program Review Process, Student Learning Outcome measures, and other quality improvement projects as assigned. Prepare reports of mental health service activities, utilization statistics, outcome measures, and others as needed.
- Perform related duties as assigned.

## **Qualifications**

### **Minimum Qualifications for Education and Experience**

- Master's Degree in Social Work from an accredited institution, and license to practice clinically in California.
- A minimum of one (1) year of post-licensure experience in an acute mental health care setting, facility, or private practice.
- Recent experience in mental health services, providing direct psychological counseling to clients/patients.
- Experience in treatment utilizing a brief therapy model.
- Meet all California requirements to provide supervision to clinical psychology doctoral practicum, pre-doctoral interns, and post-doctoral fellows.
- Therapeutic experience in working with clients from diverse backgrounds and/or those for whom English is not the first language.
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

### **Preferred Qualifications**

- Two years working in a college health setting.
- Two years supervisory experience of clinical psychology practicum students.

### **Licenses and Certificates:**

Possession of a current and valid license as issued by the California State Board of Behavioral Sciences, or equivalent if out of state with licensure in California required within one year of employment with the District.

### **Knowledge and Skills**

The position requires professional knowledge of:

- Knowledge of crisis intervention and demonstrated crisis intervention skills and techniques
- Knowledge of guiding principles in mental health services in community college settings
- Knowledge of legal and ethical standards of licensed mental health professionals
- Knowledge of clinical therapy best practices in the treatment of individuals, couples, and groups, preferably in a community college setting
- Knowledge of research project policies, procedures and practices, including data collection and analysis
- Knowledge of record keeping procedures
- Ability to interpret, apply and explain rules, regulations, policies and procedures related to providing direct clinical supervision to practicum students

The position requires demonstrated skill in:

- Interpreting, applying and explaining rules, regulations, policies and procedures related to providing direct clinical supervision to practicum students
- Providing direct mental health services, including brief individual and group counseling and mental health assessment and referral services to students with a wide range of mental health needs to support their academic success and retention.
- Analyzing situations accurately and adopt an effective course of action
- Supervising, training and providing work direction to others
- Analyzing situations accurately and adopting effective course of action
- Planning, organizing and prioritizing work projects
- Meeting scheduling requirements, prioritizing projects, and adhering to deadlines

### **Abilities**

This position requires the ability to:

- Interpret, apply and explain rules, regulations, policies and procedures related to providing direct clinical supervision to practicum students.
- Provide direct mental health services, including brief individual and group counseling and mental health assessment and referral services to students with a wide range of mental health needs to support their academic success and retention.
- Analyze situations accurately and adopt an effective course of action.
- Supervise, train and provide work direction to others.
- Learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned areas of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources including grant reporting compliance.
- Plan, organize, and supervise programs and operations.
- Work cooperatively and productively with internal and external constituencies.

- Advocate for shared governance, collegiality, staff cohesiveness and the other core values of the institution.
- Accomplish departmental objectives and perform assignments in any and all admissions and records processes.
- Establish work standards and review performance of staff.
- Enter commands to extract data and reports from student information systems.

**Physical Abilities**

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range (within a few feet of the observer) in order to read, recognize printed materials, and computer screen.
- Constantly operate standard office equipment including but not limited to computer, printer, and copy machine.
- Work a flexible schedule which may include evenings, weekends and split schedules.

**Licenses and Certificates**

Master’s degree in Social Work and possession of a current and valid license issued by the California State Board of Behavioral Sciences, or equivalent if out of state with licensure in California required within one year of employment with the District.

**Working Conditions**

Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales. Use hearing and speech to make presentations to groups and carry-on conversations over the phone and in person. See with sufficient visual acuity to read printed materials and computer screens. Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment. Work a flexible schedule, which may include evenings, weekends, and split schedules. Maintain physical condition necessary for patient care. Conduct patient assessment and treatment planning. Lift and move light to moderately heavy (less than 50 pounds) objects.

**Revised:**

Approved by the Board of Trustees on September 14, 2022