



Native American Health Center

OAKLAND • SAN FRANCISCO • ALAMEDA

Administration Department

3124 International Boulevard • Oakland, California 94601

PH: 510-747-3030 • FX: 510-748-0116 • www.nativehealth.org •

HumanResources@nativehealth.org

JOB DESCRIPTION

POSITION: Licensed Clinical Social Worker
DEPARTMENT: Medical Department
REPORTS TO: Medical Director
LOCATION: Native American Health Center:
Seven Directions Mixed Use Healthcare Facility
2950 International Blvd., Oakland, CA 94601
WORK HOURS: 40 hours per week; 100 % FTE (includes benefits)
SALARY: Negotiable

Duties and Responsibilities:

1. Through knowledge of social work principles and practices, including case management, individual and group counseling techniques, provides services for the diagnosis and treatment of mental illness.
2. Develops and implements individual plans of treatment which assist patients and families to cope and/or restore social, emotional, financial and environmental factors which affect and/or are affected by illness.
3. Works with Perinatal & HIV Counselor on case management needs of perinatal patients. Provide intake and psychosocial assessments of perinatal and medical patients. Conduct perinatal psychsocial assessments every trimester, follow-up assessments after delivery to insure client's psychosocial needs are met, and provide perinatal education.
4. Coordinate CPSP services to Perinatal CPSP Team. Insures that patient receives maximum CPSP services and resources available.
5. Conduct individual case management and childbirth education classes which include domestic violence and postpartum depression. Participate in planning and conducts social support/education group sessions.
6. Participate in weekly interdisciplinary case conference meetings, medical staff meetings and trainings as directed. Attends weekly supervision meetings with Medical Director.
7. Refers participants and their families to appropriate community agencies or facilities; acts as liaison with such organizations and advocates for patients and/or their families.
8. Documents daily charting and completes encounter form on patient visits for Third party billing reimbursement (Medi-Cal, CPSP).
9. Provides emergency services as needed, as well as ongoing case management, which may include interacting with police, psychiatric services, and other community agencies and staff.
10. Home visits as needed for high-risk patients who are unable to attend appointments.
11. Skills in preparing complete and concise written materials, in assessing and effectively meeting the needs of the participants and their families, and in working

effectively with other team members, representatives, community organizations and the public.

12. Supervises case management staff.
13. Shall at all times demonstrate cooperative behavior with supervisors, subordinates, colleagues, and clients.
14. Other duties as assigned by Medical Director.

Minimum Qualifications:

1. Possesses a Masters or Doctorate degree in Social Work.
2. Must be licensed or certified as a Clinical Social Worker in California.
3. Has performed at least 2 years of supervised clinical social work.
4. Possession of valid, California Driver License
5. Current knowledge of Federal/State regulations relative to social work.
6. Demonstrated ability to work independently and in crises situations, as well as ability to work effectively on a team.
7. Knowledge of funding, community resources/services and clinical standards required.
8. Knowledge of Case Management, Managed Care, Medicare, Medi-Cal, Senior, Commercial and HMO insurance regulations required.
9. Must meet standards of character under PL 101-630, section 408, Character Investigation, subsection (a) and PL 101-647, section 231, Requirement for Background Check, subsection (c), and agree that employer can contact the last two employers, the sex abuse detective division of local law enforcement and Child Protective Services of the last two counties in which the person has lived or worked to inquire as to the suitability of the person to work with children.
10. The employee shall work well under pressure, meet multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with supervisors, subordinates, colleagues, and clients.

Preference in hiring is given to qualified Native Americans in accordance with the **Indian Preference Act** (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

Age Discrimination in Employment Act (ADEA): Native American Health Center abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

Americans with Disabilities Act (ADA): Native American Health Center abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, NAHC will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.

Note to Applicants: *Please be advised that you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at NAHC.*

If interested, please forward resume and cover letter to:

Sandra Tavel

Human Resources

3124 International Blvd.

Oakland, CA 94601

Fax: 510.748.0116

Email: HumanResources@nativehealth.org