



# Job Description

.....

**Title:** Licensed Clinical Social Worker **Position #:** 5910

**Department:** Health Services (60) **Salary Grade:** TBD

**Reports to:** Director of Programs **EEO:** Professional

**Supervises:** Community Wellness Social Worker – Substance Abuse

.....

## GENERAL SUMMARY:

The role of the Licensed Clinical Social Worker (LCSW) is to provide counseling and mental health supports for youth at Covenant House. Adhering to the values of social work best practices and the principles of trauma-informed care, the LCSW works directly with youth and staff to address general community wellness concerns through groups, individual therapeutic sessions, and concerted staff-support and training efforts. The LCSW advocates on behalf of community well-being within the agency as it relates to both residents and staff. The LCSW will also supervise and support the Substance Abuse Community Wellness Social Worker to provide counseling and mental health supports for youth at Covenant House with specific attention to substance abuse and harm reduction. The work of the Licensed Clinical Social Worker is carried out in accordance with the Covenant House Mission, Principles, and Core Values.

## DUTIES & RESPONSIBILITIES:

- Initiate and maintain positive, professional, and mentoring relationships with youth and staff in accordance with the Covenant House Mission, Principles, and Core Values.
- Promote a peaceful, healing environment by utilizing the principles and practices of trauma-informed care and positive youth development in all aspects of work and youth engagement, including crisis prevention, intervention, and de-escalation.
- Ensure that Covenant House New Orleans is a welcoming, safe, and secure “homelike” environment for youth receiving services.
- Facilitate therapeutic group opportunities and individual counseling sessions for youth to promote their emotional, social and mental well-being.
- Conduct psycho-social evaluations on residents and follow-up with counseling and therapy services as needed.
- Participate as needed in case reviews with Case Managers and Resident Advisors to evaluate and discuss residents’ progress and overall well-being.
- Consult with Case Managers and other relevant staff regarding residents’ participation in therapy sessions and provide them with general information regarding residents’ progress. Suggest additional support strategies to Case Managers and other staff as needed.
- Maintain accurate and appropriate records and maintain Social Work Licensure by meeting necessary LASWBE requirements/protocol (i.e. remaining up to date with CEU’s).
- Ensure accurate, up-to-date information in both electronic and paper case files on current and former residents in case management matrix, ETO, HMIS, and other data systems as required.
- Maintain residents’ safety and security and assist in any medical or other emergencies.
- Ensure the prompt evacuation of the facility in the event of a fire/fire drill or other emergencies.

- Commit to continuous professional development and integration of training and tools into individualized tasks and responsibilities.
- Provide supervision to LMSWs for licensure (with BACS designation).
- Perform other job-related duties as requested.

**EDUCATION, KNOWLEDGE, SKILLS & EXPERIENCE:**

- Master’s degree in Social Work with LCSW credential required.
- LCSW-Board Approved Clinical Supervisor, preferred.
- Minimum of three years’ experience with homeless and/or at-risk populations.
- Excellent communications and interpersonal skills.
- Prior experience working with youth who have experienced homelessness, trauma, or other emotional and behavioral challenges, using a trauma-informed approach preferred.
- Ability to establish and maintain effective positive relationships with youth, staff, management and outside contacts.
- Excellent oral and written communication skills; ability to communicate effectively with staff at all levels.
- Ability to organize effectively; to adapt to changing conditions; to exercise sound judgment in crisis situations; to supervise youth and maintain order; to exercise authority in an appropriate manner.
- Knowledge of Microsoft Word, Excel & PowerPoint
- Valid driver’s license

OR any combination of education, training and experience which provides the required knowledge, skills and abilities.

**LOCATION:** Crisis and Rights of Passage Buildings. Travel to off-site programs’ residences and/or partner agencies may be required.

**WORKING CONDITIONS:**

Physical Demands

Position involves active movement around the Crisis Center and ROP buildings. Daily seeing, hearing, and talking are important.

Environmental Conditions

Indoors at least 75% of the time in climate-controlled building. Wheelchair accessibility in the Crisis Center is limited; second and third floors are accessible by elevator, as needed. Upper level access in the ROP buildings is by stairs.

Other Relevant Conditions

Exposure to the following conditions is possible: blood borne pathogens; extremes in temperature; hazardous materials; fumes, poor ventilation, or other potentially dangerous atmospheric conditions; intense noise.

Non-traditional hours may be involved.

Some travel will be required, primarily within the New Orleans metropolitan area.

**MATERIALS & EQUIPMENT:** Typical office equipment, including computer, telephone, copier, and fax machine.

.....

**I understand that the statements included in this document are intended to describe the general nature and level of work being performed by individuals assigned to this position, and that they are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.**

\_\_\_\_\_  
Signature of Team Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**APPROVALS:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date