



Exempt  
July 10, 2012

## JOB ANNOUNCEMENT

- Position:** Licensed Clinical Social Worker
- Reports to:** Chief Medical Officer / Psychiatrist / Designee
- Salary Range:** Staring salary based on experience, qualification, and budget.  
(100% time – 40 hours per week)

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### **Position Purpose:**

The position provides psychosocial assessments, identifies issues/problems such as social, emotional, maturational, cultural, financial, and/or legal followed by implementation of suitable interventions. The position will also provide appropriate assistance in completing applications, referrals, counseling to enable patients to utilize a variety of health and social services benefits programs at JWCH Institute, Inc. /Wesley Health Centers sites.

### **Principal Responsibilities:**

1. Elicits and/or reviews client histories in accordance with standards.
2. Provides direct client services by providing counseling and therapy to address problems such as social, emotional, maturational, cultural, financial, and/or legal followed by implementation of suitable interventions.
3. Provides information and education related to client care and treatment, as indicated.
4. Establish rapport with clients, which expresses concern for their well-being.
5. Compare, interpret, and contrast benefit options to maximize any and all benefits that the patient will apply.
6. Provides supervision to staff and patients on an on-going basis to maintain current benefits and resolve any benefit issues.
7. Provides supervision to staff with patients in identifying and coordinating the implementation of entitlement resources and benefits applications.
8. Completes all necessary reports, including 1022 forms for patient benefits.
9. Works closely with patients, case managers, and psychiatrist to acquire documents, complete assessments and submit comprehensive documentation for benefits processing.
10. Maintains all required applications and forms for benefits processing.
11. Maintains patient's case file of benefit documents. Monitors patient's existing benefits for eligibility.
12. Other duties as assigned.

### **Requirements:**

1. Licensed Clinical Social Worker license.
2. Strong communication skills,
3. Ability to establish rapport with individuals.
4. Extensive knowledge of SSI and MediCare benefit application process.
5. Computer literate with MS Word and data base management skills.
6. Ability to travel from site to site.
7. Evidence of recent education in homeless related services.
8. Experience in outpatient clinic setting working with low income and/or homeless individuals
9. Bilingual (English/Spanish) ability (Preferred)

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.  
1910 W. Sunset Boulevard, Suite 650  
Los Angeles, CA 90026  
Attn: Human Resources Department  
Job Code: 363  
Fax Number (213) 413-3443  
E-Mail: [cespinoza@jwchinstitute.org](mailto:cespinoza@jwchinstitute.org)

Closing date: Open Until Filled  
JWCH Institute, Inc. is an Equal Opportunity Employer (EOE)