



JOB DESCRIPTION

TITLE:	Clinical Social Worker
STATUS:	Full-Time /Exempt/ 37.5 Hours
PROGRAM/DEPARTMENT:	AIDS Case Management Program
IMMEDIATE SUPERVISOR:	Program Coordinator

Westside Community Services has been providing an array of community-based prevention, mental health, substance abuse, and HIV/AIDS services to clients in the City and County of San Francisco for 40 years. Incorporated in 1967, Westside is one of the oldest community-based agencies in the nation. The range of programs and services has varied over the years, while a commitment to providing excellent, high-quality, culturally and community appropriate programs has remained central to the core of the organization.

PROGRAM SUMMARY:

Westside's AIDS Case Management program helps clients improve their quality of life through a unique blend of Nurse and Social Work Case Management, as well as Home Care services when needed. Nurse Case Managers coordinate seamless provision of medical care while our Professional Social Workers guarantee the efficient use of community-based and public resources to support our clients' wellness. Home Health Attendants support personal hygiene needs and accompany clients to medical appointments and Homemakers complete grocery shopping, and support daily household needs as required. Our program is designed to promote independent living, stabilize health, and ensure overall quality of life.

GENERAL DUTIES:

1. Conduct client intake interviews and related procedures, including understanding of the clinical diagnosis, collection of information and completion of intake forms and documents.
2. Advocate, coordinate, procure, monitor, refer and provide care input services for clients. Coordinates all aspects of social work case management. Assist in development of social care plan for clients.
3. Maintains caseload of 30-50 unduplicated clients.
4. Collection of data and information using specifically designed formats.
5. Participation in the weekly team clinical conferences and Q & A.
6. Represents WCAP at committees/forums/task forces as appropriate.
7. Other duties as assigned by the Program Manager and/or Site Supervisor.



QUALIFICATIONS:

1. MA in Social Work or other related health care field required with three (3) to five (5) years HIV/AIDS experience.
2. Eligible for Licensure as a Mental Health Professional and registered with the Board of Behavioral Sciences.
3. Interpersonal skills and abilities to work within multicultural, multidisciplinary work team.
4. Excellent organization and documentation skills a must.
5. Fluency in Spanish desired.
6. PC literate in Microsoft Office preferred.
7. Demonstrated commitment to the Public Health Client.

SCHEDULE:

Clinic hours are Monday – Friday 8:30 am – 5:00 p.m.

APPLICATION DEADLINE:

Open until filled.

APPLICATION PROCESS:

E-mail: jobs@westside-health.org
Reference job id: 92706-RNC/ACT

or

Mail Resume To:
Human Resources Department
Westside Community Services
1153 Oak Street
San Francisco, CA 94117

Phone: 415-431-9000

Fax: 415-552-3917

WESTSIDE Community Services Is An Affirmative Action, Equal Opportunity Employer. People of Color And/Or Bilingual Are Encouraged to Apply.

Employee Signature

Date