



**HEALTH CENTER  
PARTNERS**  
of Southern California

A Family of Companies



**JOB DESCRIPTION**

|                        |   |                        |  |
|------------------------|---|------------------------|--|
| <b>JOB TITLE:</b>      | Supervising Licensed Clinical Social Worker | <b>COMPANY:</b>        | IHP 100%   |
| <b>REPORTS TO:</b>     | IHP Vice President, Operations              |                        |  |
| <b>DIRECT REPORTS:</b> | N/A   |                        |  |
| <b>STATUS:</b>         | Exempt                                      | Full-Time              | <b>WORK COMP CLASS:</b> TBD  |
| <b>OUTSIDE TRAVEL:</b> | 25%   | <b>SECURITY LEVEL:</b> | <b>WORK CONDITIONS:</b> Office environment<br>Local Health Centers |

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified at any time, with or without advance notice, to meet the needs of the organization.

**JOB SUMMARY**

Integrated Health Partners (IHP) of Southern California is seeking a Supervising Licensed Clinical Social Worker to support both the clinically integrated network and federally qualified health centers (FQHCs), providing oversight of therapy trainees. Reporting directly to IHP’s Vice President of Operations and working closely with IHP’s Medical Director, this position will provide clinical supervision to students across multiple FQHCs. The position will collaborate with FQHC clinicians and leadership to integrate trainees at their placement sites and maintain responsibility for associated administrative functions, including student evaluations, training hour logs, preplacement documentation, curriculum development and selection interviews. The position will partner with IHP Operations Team to advance IHP’s Behavioral Health initiatives and will participate in the IHP Behavioral Health Workgroup. This position actively supports the mission and vision of Health Center Partners of Southern California and its subsidiaries helping to improve workforce development and access to behavioral health care.

**ESSENTIAL JOB FUNCTIONS**

- Provide weekly individual supervision to trainees and complete student evaluations.
- Mentor students completing community projects at the FQHCs.

- Foster awareness of FQHCs and highlight the benefits of serving this population.
- Collaborate with FQHC staff and leadership to coordinate training schedules, caseloads, and other programmatic logistics.
- Participate in all required trainings, education, and field instructor events, as required by collaborating schools.
- Become an active member in designated committees and workgroups focused on behavioral health initiatives, improving access to care and addressing workforce shortages.
- Partner with network Operations Team to advance IHP's Behavioral Health strategy and the IHP FQHC training program.
- Document work, display results effectively and appropriately, and contribute content for regular progress reports.
- Ensure compliance with industry, state, and network practices.
- Perform other project-related duties as assigned.

## **QUALIFICATIONS**

### **Required Skills**

- Must possess a valid driver's license, auto insurance and own transportation for use in work, and be flexible with working some evenings and weekends within a 40-hour workweek.
- Ability to travel throughout the United States. Local and out of town travel may be required.
- Ability to remain open-minded and change opinions based on data and/or new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; anticipate, and plan for and adapt to varying patient / customer needs.
- Assume a role of training supervisor; advocate new ideas, even when risk is involved; set an example for trainees; provide constructive feedback and oversee programmatic logistics.
- Ability to triage patient care needs and employ de-escalation techniques as needed.
- Ability to manage multiple projects and determine project urgency in a meaningful and practical way.
- Use goals to guide actions and create detailed work plans and action plans. Organize and schedule self, people and tasks.
- Maintain a deep understanding of HIPAA. Carry out responsibilities in keeping with applicable laws, regulations, and industry standards; alert to potential for internal problems and report concerns appropriately.
- Possess excellent communication skills, both verbal and written.
- Uphold a personality of positivity and desire for relationship building.

### **Education/Experience**

- Master's degree in social work from a school fully accredited by the Council on Social Work Education (CSWE).
- Licensed Clinical Social Worker.
- Valid license issued by the California Board of Behavioral Sciences. Must be in good standing.
- At least two years clinical experience post master's degree.

## **PHYSICAL REQUIREMENTS**

- Ability to sit or stand for long periods of time.
- Ability to reach, bend and stoop.
- Physical ability to lift and carry up to 20 lbs.

#### **HIPAA/COMPLIANCE**

- Maintain privacy of all patient, student, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent or unlawful behavior or activity.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment.
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures.
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer.

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print)