

**Onsite Social Worker (ESSER Funded)**

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
CLASSIFIED JOB DESCRIPTION**

**Job Title: Onsite Social Worker (ESSR funded)**

**Department: Onsite**

<b>Grade</b>	<b>495</b>
<b>H.P.D.</b>	<b>8</b>
<b>D.P.Y.</b>	<b>260</b>

**Job Description**

**Date Reviewed: June 2021**

**Reports To: Onsite Employee Health and  
Wellness Clinic Manager & Assistant Clinic  
Manager**

**Purpose of Job**

Onsite will provide social workers and mental health staff to meet the social and emotional needs of employees and their families. Onsite will present a rotation of a high client caseload. A positive level of efficiency, flexibility, and good organization skills are necessary for this position. **It is required for the candidate to hold a bachelor's degree in psychology, social work, or related field.** The Onsite Social Worker will maintain a client schedule that consists of client visits outside of the standard workday (i.e. every other Saturday, weekend work, and early am / late pm visits).

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- **Due to high demand, the primary duty of the Onsite Social Worker is to manage client visits on an individual basis by appointment. This person will also be aware and arrange visits that need to be managed by the Onsite Licensed Mental Health Professional.**
- Ability to give full and undivided attention to what clients are saying, understand the points being made, asking clarifying questions, and not interrupting inappropriately.
- Has an awareness of attempting to understand client actions and reactions. Is compassionate to all patients who receive services via telephone, telehealth, or in person.
- Creating of Onsite psychosocial paperwork / documents for clients.
- Ability to stay calm and empathize with clients who are in distress.
- Uses EHR / EMR to keep client information entered and maintained for ongoing treatment.
- Completes necessary documentation for client visits and telephone encounters in a timely fashion (generally between 0-48 hours after inception).
- Uses appropriate methods to maintain the privacy of mental health concerns for all clients. Adheres to HIPAA and PHI regulations.

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- Assists in the development of mental health paperwork / treatment plan, and programs for Onsite clients and their families. Maintains accurate records at all times.
- Prepares reports as requested by Onsite Administration.
- Interviews individuals and gathers information regarding the mental and emotional health and well-being of clients- both children and adults, to assist, support, and maintain “a healthy client”. These areas are specifically focused in anxiety, depression, grief, loss, divorce, life transition, abuse, eating disorders, legal issues, PTSD, chemical / alcohol dependency, ADD / ADHD, OCD, overall coping skills, anger management, suicidal ideations, communication skills, behavior management, impulse control, household budgeting, and problem solving / skills teaching. This list is not exhaustive and could include further issues as they arise with clientele appointments.
- Creates and maintains a supportive and therapeutic environment to facilitate effective communication with clients.
- Help clients manage personal and familial challenges utilizing evidence based treatment methods.
- Assists in the development of safety plans when abuse or neglect is suspected.
- Assists in the development of emergency crisis plans and strategies for clients in crisis situations. Is familiar with Crisis Intervention.
- Promotes and supports collaboration among Onsite treatment team members.
- Keeps Onsite Administration and Onsite Mental Health staff apprised of client load / client information at all times, while strictly maintaining confidentiality to the means necessary.
- Supports clients by attending, communicating, participating, and making recommendations in team meetings regarding an effective client-centered medical home at Onsite.
- Commits to the economical reduction of Onsite costs while maintaining a good level of quality client care.
- Receives input from all Onsite clinical staff regarding client information and collaborates in all client treatment and progress.
- Practices telehealth counseling and management under the direction and guidance of Onsite Mental Health staff and Onsite Administration.
- Is able to watch for the signs of child abuse, elder abuse, substance abuse, etc.
- Is highly ethical in all Onsite operations. This person will be required to complete a yearly ethics course at the choosing of Onsite Administration
- When a client needs treatment beyond the scope of Onsite’s operations, this person is responsible for assisting with referrals to qualified inside and outside / external sources.
- Assists the Clinic Manager, Assistant Clinic Manager, and Onsite Administration in the development of new programs for the Onsite Employee Health and Wellness Clinic.

### **Additional Job Functions**

- This person is proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- This person should be willing to receive concentrated training in areas for the benefit of Onsite Employee Health and Wellness. This may include but not be limited to training in the following areas: Suicide prevention procedures, Columbia Suicide Severity Rating Scale, Focused-CBT, EMDR, etc.
- Performs all other duties as required by Onsite Employee Health and Wellness Manager and when delegated by other members of Onsite Administration.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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**It is required for the candidate to hold a bachelor's degree in psychology, social work, or related field.** The Onsite Social Worker will maintain a client schedule that consists of client visits outside of the standard workday (i.e. every other Saturday, weekend work, and early am / late pm visits). Ideally, the person will be a member of a professional organization, such as ACA (American Counseling Association). **Preferably, the Onsite Social Worker has 5 years or more experience** working with clients that are affected by issues including but not limited to general mental / behavioral health issues, neglect, child abuse, legal issues, domestic violence, anger management, ADD/ADHD, OCD, PTSD, and substance abuse.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the CMCSS. Uses the approved facilities practices as they pertain to the performance of duties relating to the job of the Onsite Social Worker. Uses the approved facilities and safety practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations, staff plans, and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate with a reasonable level of skill a variety of office machines and equipment such as telephones, computers, calculators, copiers, fax machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Onsite Social Worker. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

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**INTELLIGENCE:** Displays competence in the knowledge of the mental health field. Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Onsite Social Worker.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**