PRINCIPAL ADMINISTRATIVE POSITION DESCRIPTION
For the period of January 27, 2020 to June 30, 2020

NAME: CSN: FLSA STATUS: Exempt
CLASSIFICATION: Licensed Clinical Social Worker DATE: January 27, 2020
DEPARTMENT/DIVISION: Pediatrics Division of Developmental/Behavioral Pediatrics & Psychology

POSITION FUNCTION

The person in this position will provide social, behavioral, and mental health services (including those related to addressing medical conditions) as a part of the Division of Developmental/Behavioral Pediatrics & Psychology. As a member of the Division, the Incumbent will identify and help patients and their families address emotional and behavioral challenges that impact their functioning and effective use of medical care.

ORGANIZATIONAL RELATIONSHIPS

The Incumbent reports to the Director of the Division of Developmental/Behavioral Pediatrics & Psychology, who reports to the Chair of the Department of Pediatrics, who reports to the Dean and Provost of SIU Medicine, who reports to the Chancellor of SIU Carbondale.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by Incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

I. SERVICE

1. Demonstrates, by actions, a commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.
2. Provide direct clinical services (including diagnostic interviews, therapy, behavior management training) to children and adolescents experiencing a range of behavioral health challenges and developmental disabilities.
3. Coordinate care with other members of the Division of Developmental/Behavioral Pediatrics & Psychology.
4. Consult with medical providers and schools as needed.
5. Counsel families on the client’s service needs and provide such guidance as necessary.
6. Develop and coordinate service plans that may include collaboration among agencies to recruit and organize a network of integrated services.
7. Assist families with accessing additional services in the community. Provide information about programs offered and provide social work consultation on the related social needs of patients and families.
8. Assist in preparation of patients and families for referral to other resources and prepare referral material.
9. Act as liaison between families and providers to facilitate communication. Advocate for families and clients' rights. Arrange and participate in interdisciplinary case conferences.
10. Record clinical activities and make reports as required in the Electronic Health Record.
11. Collect and maintain current information about available community resources.

II. ADMINISTRATION

1. Assist in the development and implementation of policies and procedures for medical behavioral health services.
2. Participate in program planning and development of the Division of Developmental/Behavioral Pediatrics & Psychology policies and procedures.
3. Participate in setting standards relative to behavioral health services in the Department of Pediatrics Multidisciplinary clinics.
4. Participate in the promotion of cooperative relationships with health, welfare, educational, and rehabilitation agencies.
5. Provide leadership in the development of working arrangements with social agencies for more effective and better integrated medical services.
6. Collaborate in studies and surveys related to patients' needs and assist in evaluation of services, with particular reference to social services.
7. Investigate, develop and implement strategies with other social agencies to assist with funding care for the underserved children. Includes writing Federal, State and private grants as identified.
8. Attend meetings and functions as requested by the Division Director or Health Care Administrator.

III. TEACHING

1. Participate in clinical teaching of medical students and residents. Educate residents and students about appropriate referrals and use of referral sources.
2. Assist in the development and implementation of in-service training and other educational programs to increase effectiveness.
3. Participate in educational activities (such as in-service training, orientation courses, staff development programs and training projects).
4. Represent SIU Medicine Pediatrics as requested.

AUTHORITY AND RESPONSIBILITY

Responsibility

Supervisory Controls: This position requires a high degree of independent decision-making. The incumbent is expected to work independently with minimal oversight.

Guidelines: As a professional social worker/counselor, the incumbent is ultimately judged by those standards for practice established by the Association for Social Work Boards or the Council for Accreditation of Counseling and Related Education Programs. The guidelines for performance and responsibilities of the position are governed by established policies and procedures. Day-to-day decisions are made at the direction of the incumbent.
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**Difficulty**

**Complexity:** The incumbent must adapt to various practices styles of physicians and residents and must be able to multi-task and work in a fast pace setting. The incumbent must possess a variety of leadership skills and knowledge and have the ability to work well with all others in the organization.

**Scope and Effect:** The incumbent is expected to maintain a professional patient care and teaching environment.

**Personal Contacts**

The incumbent has personal contact with faculty, residents and staff of Pediatrics and other clinical departments in the SIU Medicine, medical students, patients, pharmacists, hospital organizations and other health care facilities and personnel.

**MINIMUM QUALIFICATIONS**

1. Master’s degree from an accredited school or university in Social Work; AND
2. Licensure as a Clinical Social Worker in the State of Illinois (or eligibility for licensure) AND
3. Sensitive to the needs of underrepresented minority populations.

**DESI RABLE QUALIFICATIONS**

1. Thorough knowledge of social work and counseling methods and principles.
2. General understanding of public health care programs.
3. General knowledge of principles and processes for providing customer service (i.e., customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction).
4. Knowledge of psychology concerning human behavior and performance including the assessment, treatment and rehabilitation of developmental and mental health disorders.
5. Skill in the identification of needs and coordination of services to meet needs.
6. Judgment and decision making skills—the ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
7. Social perceptiveness skills—being aware of their reactions and understand why they react as they do.
8. Ability to establish and maintain effective working relationships and communication with staff, families, and agencies.
9. Ability to communicate effectively in writing as appropriate for the needs of the receiver and effectively convey information to others verbally.
10. Ability to develop collaborative relationships with other professions.
11. Ability to develop effective working agreements with other agencies.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

Participates in meetings, trainings and other environmental health and safety activities as required by SIU Medicine.
WORKING CONDITIONS/PHYSICAL DEMANDS

See attached Physical and Environmental Requirements form.

Incumbent ___________________________ Date ____________

Supervisor ___________________________ Date ____________

Department Head/Chair ___________________________ Date ____________
PHYSICAL AND ENVIRONMENTAL REQUIREMENTS
SIU SCHOOL OF MEDICINE

Incumbent: Classification: Licensed Clinical Social Worker
Position No. (if applicable): N1750768 Department: Pediatrics-SMS

WORK ENVIRONMENT: (Check all applicable environments)
- [x] Office
- [x] Hospital
- [x] Clinic
- [ ] Warehouse
- [ ] Research Laboratory
- [ ] Outdoors
- [ ] Other (Be Specific):

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<th>PHYSICAL DEMANDS:</th>
<th>Seldom</th>
<th>Occasionally</th>
<th>Frequently</th>
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(Circle the frequency of activity during performance of position duties)

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

Janet Patterson, MD

Employee Signature

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Supervisor Name

Date

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