



**POSITION DESCRIPTION**  
**For period November 12, 2021 – June 30, 2022**

**NAME:**

**RANK:** Professional Administrative/LCSW      **FLSA STATUS:** EXEMPT

**DEPARTMENT/DIVISION:** Psychiatry/Adult Psychiatry - Outpatient Services

**GENERAL DUTIES**

The incumbent will provide adult, evidence-based outpatient psychotherapy services under the direction of the Lead Therapist in the Department of Psychiatry. This position is a direct service assignment. The social worker will also provide psychotherapy supervision of learners and be a member of the Psychotherapy Training Committee.

**FUNCTIONAL RELATIONSHIP**

The incumbent will report to the Lead Therapist, who directly reports to the Department Chair of Psychiatry.

**DUTIES AND RESPONSIBILITIES**

Demonstrates, by actions, 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.

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.

**ADMINISTRATION 5%**

- Participate in the monthly Department of Psychiatry Faculty meeting. Maintains confidentiality of department and patient information.
- Interview resident candidates for the Department of Psychiatry and Medicine/Psychiatry during interview season and provide feedback.
- Participate in workgroups as needed related to the practice, residency, clerkship and other faculty assignments.
- Participate in intake and triage of new clients for therapy as well as psychiatry services at the department of psychiatry adult outpatient division.
- Participate in Department, SIU HealthCare or School of Medicine Committees as assigned.
- Other administrative duties as assigned by department leadership.

**TEACHING 20%**

- Participate in the Department's Psychotherapy Training Committee and supervises residents in weekly psychotherapy supervision.
- Assist in teaching seminars and/or clerkships each academic year with a focus on evidence-based psychotherapy techniques.
- Participate in retreats and assignments related to adjunct faculty position.

## **CLINICAL CARE 75%**

- Conduct time limited, evidence-based outpatient psychotherapy clinics for adults.
- Conduct initial appointments for intake of adult patients, triaging as appropriate to psychiatrists, residents, fellows and therapists, keeping in mind the importance of educational needs in psychotherapy for residents and fellows.
- Maintain clear, accurate, and up-to-date documentation on all outpatient clients in an ethical and confidential manner. Documents all activities associated with oversight of each patient and all services being provided according to SIU-HC standards.
- Provide education / information throughout all phases of outpatient care to clients and/or families to maximize the patient / family's ability to understand and adhere to medical recommendations. Acts as patient advocate and assists with problem solving.
- Provide supervision to Masters in Social Work interns and Licensed Social Workers.

## **ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

Participates in meetings, training and other environmental, health and safety activities as required by SIU School of Medicine.

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

See attached *Physical and Environmental* form.

## **AUTHORITY AND RESPONSIBILITY**

This position requires a high degree of independent decision-making. The incumbent is expected to work independently with minimal oversight. As a professional social worker/therapist, 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.

## **MINIMUM QUALIFICATIONS**

- This position requires a Master's Degree in Social Work.
- Must be licensed or eligible for licensure as a Licensed Clinical Social Worker by the State of Illinois.
- Expertise in Cognitive Behavioral Therapy.
- Sensitive to the needs of underrepresented minority population.

## **DESIRABLE QUALIFICATIONS**

- Knowledge and skill in assessment, consultation and treatment of the psychosocial problems associated with adults.
- Expertise in other evidence-based psychotherapies such as Dialectical Behavioral Therapy, Acceptance and Commitment Therapy, Interpersonal Psychotherapy, and Psychodynamic Psychotherapy.

**DESIRABLE ATTRIBUTES**

- Demonstrate skills and knowledge necessary to provide care appropriate to adults.
- Demonstrate skills in teaching psychotherapy principles and techniques to residents.
- Demonstrates the ability to obtain and interpret information to identify patient needs, and provide the care needed.
- Adhere to standards for ethical and professional behavior.
- Skill in oral and written communication.
- Skill in interpersonal relations.
- Ability to understand and demonstrate highly ethical professional behavior.
- Ability to work well with other professionals and to communicate effectively with faculty members in the Department of Psychiatry.

\_\_\_\_\_  
Administrative Professional Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lead Therapist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Psychiatry, Chair

\_\_\_\_\_  
Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: Licensed Clinical Social Worker  
 Position No. (if applicable): \_\_\_\_\_ Department: Psychiatry-SMS

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling			Less than 5 lbs.		<input type="radio"/>
Carrying			Less than 5 lbs.		<input type="radio"/>
Lifting			Less than 5 lbs.		<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Supervisor Signature	Date	Supervisor Name	Employee Signature	Date
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