

# Southern Illinois University School of Medicine

## Licensed Clinical Social Worker POSITION DESCRIPTION

For the period 8-3-2022 to 8-2-2023

NAME: Vacant FLSA STATUS Exempt

TITLE: Licensed Clinical Social Worker

DEPARTMENT: Obstetrics and Gynecology

### POSITION FUNCTION

This position will evaluate all areas of social and emotional disparities of patients at medical visits in the department of OBGYN in the Medical Office Building. The position will develop a plan and coordinate various areas of healthcare and social services based on the needs of the patient and immediate family.

### ORGANIZATIONAL RELATIONSHIPS

This position will report to a designated collaborating physician of the division of Obstetrics and Gynecology who reports to the Chief of General Obstetrics and Gynecology who reports to the Chair of Obstetrics and Gynecology who reports to the Dean of the School of Medicine.

### 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.

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.

This section should list the primary duties and responsibilities of the position with the anticipated percentage of time allocated for each area of responsibility.

I. Administration 0%

II. Teaching 5%

- A. Participate in resident clinics and other generalist clinics as requested
- B. Teach counseling skills to residents in the clinical setting and participate in staff and chart reviews
- C. Serve as a mentor for the residents and staff of the department.

5%

### III. Research

- A. Perform periodic literature reviews based on behavioral science or socioeconomic topics to keep abreast of latest developments in the field
- B. Participate in collaborative departmental research as opportunities arise.
- C. Participate in the development or delivery of presentations in areas of own interest.

### IV. Service

90%

- A. Identifies and modifies social and environmental problems and determines client eligibility for services.
- B. Performs psychosocial assessments.
- C. Counsels families on the client's service needs and provides such guidance as necessary.
- D. Initiates or recommends referral services to other agencies in meeting patient and family needs.
- E. Develops and coordinates service plans which may include collaboration with the social workers from the community hospitals to help provide comprehensive care for the obstetrical patients in order to recruit and organize a network of integrated services.
- F. Address the social issues of the obstetrical patients during the 40 weeks of prenatal care and continue with recommendations through intrapartum and post-partum.
- G. Maintains current case records, records social work activities and makes reports as required.
- H. Collects and maintains current information about available community resources.
- I. Arranges and participates in interdisciplinary case conferences.
- J. Explains university/agency services and programs to the community, and/or delivers educational presentations and materials to community organizations.
- K. Communicates unmet client needs to responsible parties for appropriate action.
- L. Organizes and facilitates clinics; participates in interagency collaboration initiatives.
- M. Acts as liaison between families and providers to facilitate communication.
- N. Advocates for family and clients' rights.
- O. Differentiates and integrates social work services on a collaborative relationship with other staff/treatment team members.
- P. Determines available resources for meeting social and emotional needs.
- Q. Gives consultation on programs offered and provides social work consultation on the related social needs of the individuals.
- R. Participates in plans for cooperation with local health, welfare, and community agencies for more effective services to the total patient group.
- S. Collaborates in studies and surveys related to patients' needs.
- T. Participates in orientation courses, staff development programs, and student training of other personnel or other agencies.
- U. Coordinates medical social services within a major area i.e. nursing, speech, hearing services, etc.

### **AUTHORITY AND RESPONSIBILITY**

- A. Supervisory Controls  
The employee will be expected to work independently, with occasional consultation from the supervisor.
- B. Guidelines  
Guidelines and policies are set by the supervisor and other program faculty.

MINIMUM QUALIFICATIONS

- A. Master's Degree in Social Work or Psychology; **AND**
- B. Licensure as a clinical social Worker or Clinical Professional Counselor in the State of Illinois (or eligible for licensure); **AND**
- C. Sensitive to the needs of underrepresented minority populations

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

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

WORKING CONDITIONS/PHYSICAL DEMANDS

See attached Physical and Environmental Requirements form.

SIGNATURES:

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anne Martin, M.D.  
Assistant Professor of Clinical Obstetrics and Gynecology  
Department of Obstetrics and Gynecology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Katherine Hild-Mosley, M.D.  
Associate Professor of Clinical Obstetrics and Gynecology  
And Assistant Program Director  
Department of Obstetrics and Gynecology

\_\_\_\_\_  
Date

REVIEWED:

\_\_\_\_\_  
Christine Madonia, BSN, RN  
Interim Assistant to the Chair  
Department of Obstetrics and Gynecology

\_\_\_\_\_  
Date

\_\_\_\_\_  
J. Ricardo Loret de Mola, M.D.  
Professor and Chair  
Department of Obstetrics and Gynecology

\_\_\_\_\_  
Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: Licensed Clinical Social Worker

Position No. (If applicable): \_\_\_\_\_ Department: Obstetrics and Gynecology Clinic-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	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

*(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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pushing or pulling		<b>10 - 20 lbs.</b>			<input type="radio"/>
Carrying		<b>10 - 20 lbs.</b>			<input type="radio"/>
Lifting		<b>10 - 20 lbs.</b>			<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 **Kathryn Hild-Mosley, M.D.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_