Hi-Tech Charities

Hi-Tech Charities (HTC) is a 501(c)(3), multi-state nonprofit community development corporation, with operations in Missouri and New York. The organization provides Healthcare and Employment Training and various services that empower those in disadvantaged positions. HTC has served over 300,000 individuals and families and over 600 hundred, small rural businesses, women and minority businesses in its 23 years of existence.

Clinicians and other staff can operate from any of our office locations:

Clayton - 7733 Forsyth Blvd., Suite 1100, Clayton, MO 63105.
St. Louis City – 5920 Dr. Martin Luther King Drive, St. Louis, MO 63112.
Irondale, Washington County – 104 South Hickory, Irondale, MO 63648.

JOB DESCRIPTION

Title: Licensed Clinical Social Worker (LCSW)

Report To: Director of Clinical Services/President

Job Summary: Under the direction of the Clinical Director or the President, in partnership with the senior Licensed LCSW, and as a part of a multidisciplinary team, the Licensed Clinical Social Worker (LCSW) will provide direct services including individual (including youth), couple, family and group therapeutic services to patients, including assessments, treatment plans and discharge planning.

ESSENTIAL DUTIES
• Addresses referrals from providers including referrals via warm hand-offs
• Participates and daily huddles to assess needs and coordinate services
• Maintains weekly scheduled appointments in our electronic records systems
• Provide therapeutic services to patients and their families daily
• Work in collaboration with multidisciplinary team members including external partners
• Completes required documentation and paperwork including biopsychosocial assessments and treatment planning and implementation in a timely manner
• Participate in our SBIRT program, and other Evidence-Based Best Practices
• Demonstrates cultural competency and commitment to patients
• Demonstrates commitment to the philosophy of the agency
• Maintain case load of 10 to 12 patients daily
• Other duties as assigned

QUALIFICATIONS/POSITION REQUIREMENTS
These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines. Additional requirements include: 1) knowledge of electronic
medical records; 2) knowledge of community and community resources; 3) ability to pass background check; 4) valid State Driver’s License; 5) TB Clearance; 6) flexibility to work overtime, holidays and weekends; 7) local travel required.

**EXPERIENCE / KNOWLEDGE:** To perform effectively in this position, the incumbent must have/be:
- Working knowledge of Clinic policies and procedures
- Licensed Clinical Social Worker (LCSW) from the State Board of Behavioral Sciences.
- Experience supervising unlicensed staff.
- Knowledge and experience with evidence-based practices, including trauma informed care framework.
- Knowledge and experience working with co-occurring populations (chronic health conditions, mental health and substance use) with emphasis on children and adolescents.
- Strong clerical/administrative skills including personal computer skills (Microsoft Office software).
- Ability to make routine decisions and determine proper action based on experience within the limits of policy and procedures.
- Demonstrated oral/written skills.
- Ability to work effectively with people of diverse cultures, ages and economic backgrounds a cultural competent and sensitive manner.

**EDUCATION:** Master’s Degree in Social Work or related field from accredited university. LCSW in good standing in State of Missouri with minimum five years post-licensure experience.

**Hours per Week:** 40 hours per week.

**Salary and Benefit:** $55,000-$65,000 per year with full benefits, 401k, Retirement Plan, etc.

**Email, text or call Francis at 314-922-7139.**

**END.**