

## Job Description

Position: Supervising Licensed Clinical Social Worker  
Reports To: Program Director  
Status: Full time, Exempt

Reporting to the Program Director, the Supervising LCSW provides and supervises the social work department in providing a wide array of social services to prospective and enrolled adult day care and adult day health care/CBAS participants and their families. This position is responsible for the management, training and supervision of the social work department staff, acts as Social Work Department Head and attends Acacia management team meetings.

### Job Duties:

- Provide immediate supervision to social workers, social work assistants, and social work interns
- Ensure that all referrals are interviewed and screened to determine appropriateness of prospective participant for agency programs, perform home visits as required
- Interface with Medi-Cal managed care plans to ensure timely enrollment of plan members
- Provide counseling and referral services for individuals who are not deemed appropriate, for discharged participants and to outside inquiries
- Ensure that daily, monthly and quarterly documentation of social work services provided meets state regulations
- Record and sign accurate and quarterly progress notes within participant's health record
- Provide initial and ongoing assessments for development of an Individual Plan of Care for participants
- Serve as a liaison between agency and participants and their caregivers/families
- Serve as a liaison between participant, agency and other community agencies serving the participant in an effort to coordinate services, meet participant needs and avoid duplication
- Assist in the management of the Child and Adult Care Food Program by certifying and maintaining current eligibility of participants, distributing eligibility applications, and collecting racial/ethnic data on each participant
- Collect data and provide monthly reports to Program Director as needed
- Work in cooperation with Psychiatrist/Psychologist, Health Care Staff and Activities Staff to ensure that the therapeutic continuum of care is implemented effectively
- Conduct weekly social work department meetings
- Participate in monthly Multidisciplinary Team meetings, weekly Interdisciplinary Team meetings, and monthly staff meetings
- Network with other agencies, attend agency fairs or meetings, perform outreach and marketing to community groups, and potential referral sources within the service area
- Perform related tasks as needed

**Minimum Qualifications:**

- Licensed as a clinical social worker by the California Board of Behavioral Health.
- Previous experience working with adults with physical or cognitive conditions
- Prior supervisory experience in a social service setting
- Knowledge of disease processes and medical issues surrounding aging
- Knowledge of mental health and health care issues specific to adults with disabilities and elderly
- Knowledge of community resources
- Current Medical/Health screening including TB clearance
- First Aid and CPR Certification (within 6 months of hire)
- Possess and maintain valid California Driver's License, proof of automobile insurance coverage and willingness to use personal automobile for work-related tasks
- Demonstrated sensitivity to cultural diversity
- Demonstrated verbal and written communication skills
- Proficient computer skills
- Bi-lingual capabilities desirable

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Associate will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Acacia Adult Day Services is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The Associate or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Associate of the Organization shall have any authority to enter into an employment agreement – express or implied – with any Associate providing for employment other than at will.

As a workforce member, I agree to adhere to policies and procedures pertaining to the proper handling of protected health information (PHI) when applicable.

To Apply: All applicants must send a cover letter and resume to [acacia.gardengrove.hr@gmail.com](mailto:acacia.gardengrove.hr@gmail.com) to be considered for this position.