

**JOB DESCRIPTION – CBEC THERAPIST**

**QUALIFICATIONS**

1. Must possess and keep current Licensed Clinical Social Worker status.
2. Must have a minimum of three years experience providing community social services and two years experience in psychosocial assessment of patients/families.
3. Through education and/or experience understands and accepts the Hospice concept of care and dissemination of the Hospice philosophy and policy.
4. Must have professional liability insurance coverage.
5. Must have current CPR certification.
6. Able to receive direction and independently follow tasks through with minimum supervision.
7. Demonstrate excellent critical thinking skills.
8. Must be able to operate basic office equipment necessary to performance of duties, e.g. fax, copier, multi-phone line and computer.
9. Must be able to communicate clearly and concisely.
10. Must be able to respond to others, patients and co-workers, in a caring, calm and supportive manner.
11. Able to function as an integral part of the Interdisciplinary Team; enhancing the mission, policy and philosophy of South Coast Hospice.
12. Must possess skill in conflict resolution.
13. Detail oriented, able to multi-task and remain flexible with assignments.
14. Must have strong organizational and interpersonal skills.
15. Maintains professional integrity throughout performance of all job duties, demonstrates exemplary work ethic.
16. Upholds attendance standards and performance standards.
17. Able to adhere to the practice of confidentiality regarding patients, families, staff, and the organization.
18. Ability to work within, and serve as a mature representative of, the Hospice organization.
19. Able to act in a kind, decent and respectful manner at all times.
20. Ability to work flexible hours, including evenings and/or weekends as needed, requested or assigned.
21. Must be able to recognize, support and adhere to all SCH policies and procedures.
22. Must possess, or within 30 days be able to possess, a valid Oregon Driver's License or ID card, dependable transportation and proof of automobile insurance coverage.

**PHYSICAL REQUIREMENTS**

1. Ability to work in an office setting and lift a maximum of 25 lbs., using a two-person assist for any awkward size or over 25 lbs objects.
2. Ability to communicate telephonically with staff and members of the community.
3. Ability to execute frequent reaching, bending, handling, lifting and filing of records.

**WORK ENVIRONMENT/HOURS**

1. Typical physical office setting
2. Extended workdays are an occasional occurrence as needed to support the organization's needs.
3. This is a full-time 32+ hours position.

**JOB DESCRIPTION – CBEC THERAPIST**

**SKILLS REQUIRED**

1. Keyboarding
2. Word processing
3. Excellent verbal, written and listening communication skills
4. Strong organizational and interpersonal skills
5. Operation of copy machine
6. Operation of FAX machine
7. Operation of computer

**PURPOSE**

The Bereavement & Education Center social worker/therapist is primarily responsible for providing psychotherapy to Center clients, facilitating Grief Support Groups, upon occasion providing backup to social worker/case managers in the Hospice and Palliative Care Services programs, participating in trauma debriefing assignments when available and making presentations as assigned.

**SUPERVISION RECEIVED**

The CBEC social worker/therapist works under the direct supervision of the Hospice and Palliative Care Social Services Manager for non-medical services.

**SUPERVISION PROVIDED**

None.

**DUTIES AND RESPONSIBILITIES**

1. Must report for work at scheduled time, ready to perform work functions, and remain on task while completing entire scheduled shift.
2. Functions as professional and cooperative SCH team member.
3. In a timely fashion completes Assessments, Treatment Plans, Progress Notes and Termination Summaries.
4. Provides ongoing therapy on a one-to-one and/or family basis.
5. Fulfills contract obligations to referring agencies, organizations or companies.
6. Addresses and supports all SCH Policies and Procedures.
7. Maintains SCH/PAS (Death with Dignity) Policy and procedures, maintaining a neutral position at all times.
8. Maintains professional integrity throughout all operations of Bereavement Counseling practice.
9. Demonstrates continued professional growth and development through participation in educational programs and review of current health care and mental health literature
10. Participates in Staff training and educational programs, when required.

JOB DESCRIPTION – CBEC THERAPIST

**Duties & Responsibilities (continued)**

- 11. Maintains & meets requirements of LCSW Board for CEU, as well as SCH requirements.
- 12. Addresses and supports all SCH Policies and Procedures.
- 13. Assists in other work responsibilities as requested or assigned by the Community Bereavement Services Manager or Executive Director.
- 14. Individually responsible to conduct him/herself in a safe manner during the performance of all job related duties. Also responsible to bring unsafe conditions to the attention of the person within the organization responsible for safety issues.
- 15. Adhere to all SCH Personnel Policies including, but not limited to:
  - Please initial* \_\_\_\_\_ SCH Standards of Conduct as described in the agency’s Compliance Plan.
  - Please initial* \_\_\_\_\_ SCH Privacy Practices in accordance with HIPAA regulations.
  - Please initial* \_\_\_\_\_ SCH Sexual Abuse and Molestation Policy.
  - Please initial* \_\_\_\_\_ Demonstrates a kind, decent and respectful behavior.
  - Please initial* \_\_\_\_\_ Honor, respect, protect and promote patients’ rights and individualized care.

**This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director’s Signature

\_\_\_\_\_  
Date

*Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.*