

Health Care Job Function

HLT Social Worker III

Grade: 57

Job Code: W0157P

Job Family: Behavioral Health Services

Job Family Matrix: [Behavioral Health Services Matrix](#)

Summary

Provide long-term, in-depth counseling and emotional assistance to patients and families. Develop treatment plans based on psychosocial assessment. Maintain complete patient records.

Typical Core Duties

- Conduct psychosocial assessments in order to develop a comprehensive out-patient care plan that guides work with the patient
- Provide supportive counseling to patients and families to enhance coping skills and resolve concerns
- Facilitate evaluation, diagnosis, treatment, consultation, collaboration, and referral of patients for appropriate care
- Provide timely and appropriate documentation in patient's medical file
- Collaborate with physicians, nurses, support staff, community agencies, and other health care professionals to implement safe, effective and timely patient care
- Communicate with treating clinicians on areas of concern; provide clinical updates to clinicians on a regular basis
- Facilitate trainings on working with clients, safety planning, suicide assessment and other topics
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Excellent organizational, analytical, problem solving and interpersonal skills

Certificates and Licenses

- Licensed Independent Clinical Social Worker with current Massachusetts license

Physical Requirements

Working Conditions

- Travel may be required
- May be required to work nights and weekends