



# USC University of Southern California

## Social Worker Job Description

### JOB INFORMATION

<i>Job Code:</i>	187307
<i>Job Title:</i>	Social Worker
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May supervise staff, student, temporary or resource workers.
<i>Job Family:</i>	Social Work/Counseling
<i>Job Family Group:</i>	Social Work
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Provides a full range of clinical services to include assessment of individual and/or departmental needs, short term treatment, referral, crisis intervention and psycho-educational training. Contributes to design of program content and policies addressing family, personal and work-related issues. Develops and conducts training sessions for faculty and staff to increase awareness and skills in dealing with chemical dependence, stress and other issues affecting employee morale and performance. Evaluates programs on an ongoing basis, including bilingual and bicultural activities. Provides supervision to graduate students.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	Social Work

#### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	5 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

X	Combined experience/education as substitute for minimum work experience
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#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in social work.
	X	Experience in clinical social work in university or industrial environment.

## Licenses

Req	Pref	License(s)
X		Licensed Clinical Social Worker (LCSW) or LCSW eligible.
	X	Licensed Clinical Social Worker (LCSW)

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Conducts individual, couple and family assessment and diagnostic sessions. Provides referral, short term counseling and crisis intervention services as appropriate. Submits reports to government agencies as mandated by law.				
Consults with department administrators regarding problems presented by staff and/or faculty related to psychosocial factors such as chemical dependence, job related stress and interpersonal relations with co-workers, subordinates and supervisors. Leads clients to development of strategies for conflict resolution.				
Reviews and evaluates client progress and establishes follow-up contact. Determines evaluation methodology and establishes appropriate clinical techniques. Maintains confidential client records. Reports and analyzes results.				
Assists in development of community based referral network. Organizes, coordinates and conducts reviews of community resources and social service agencies and other psychosocial referral sources for employees. Plans and implements outreach activities and promotional campaigns.				
Manages the delivery of services to targeted program participants or beneficiaries. Communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance reviews and recommends changes as appropriate. Develops and maintains automated or manual systems and procedures to facilitate program operations.				
Assists in development of prevention, intervention, referral and outreach services. Represents director in his/her absence or at the director's request.				
Supervises graduate student interns and liaises with appropriate academic unit(s). Coordinates hourly professional staff. Provides administrative direction and clinical consultation. Conducts staff development activities.				
Develops and conducts workshops, seminars and related activities appropriate for USC faculty and staff. Conducts training sessions with university administrators regarding chemical dependence, stress and referral procedures. Assists in design of new training activities. Coordinates and supplements training activities provided by departments and schools.				
Participates in development and dissemination of promotional materials to include brochures and advertisements for university publications. Promotes services provided.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.