## Job Description Template

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>LCSW</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department/Group:</strong></td>
<td>Clinic</td>
</tr>
<tr>
<td><strong>Reports To:</strong></td>
<td>Dr. Sharon Shkedi, Clinic Director</td>
</tr>
<tr>
<td><strong>Level/Salary Range:</strong></td>
<td>65,000-95,000</td>
</tr>
<tr>
<td><strong>Will Train Applicant(s):</strong></td>
<td>YES</td>
</tr>
<tr>
<td><strong>Position Type: Position Type:</strong></td>
<td>Full Time, In-Person</td>
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<tr>
<td><strong>Hours:</strong></td>
<td>40 hours across the week, schedule to be determined, minimally one evening per week</td>
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</tbody>
</table>

### Essential Duties and Responsibilities:
- Evaluate and counsel individual with identified or suspected developmental disabilities
- Provide evidence-based therapy for anxiety, depression, disruptive behaviors, ADHD, and PTSD
- Conduct psychosocial assessments
- Assist with training, support, and supervision of SW/MHC and SW/MHC interns
- Partner with the Clinic Director to assist with current programs and develop new programs.
- Perform other related administrative and clinical duties in support of CARES clinics and internship programs as needed
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

### Education and/or Work Experience Requirements:
- LCSW, NYS license.
- Experience working with children, adults, and families
- Experience in both developmental disabilities and mental health
- Experience providing supervision
- SIFI requested
- Experience with a diverse, multicultural, and multilingual client population – Preferred
- Bilingual in Mandarin, Cantonese, or Spanish – Preferred
- Experience in providing training, supervision, and outreach – Preferred
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

### Physical Requirements:
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to talk, listen and speak clearly on telephone

**Reviewed By:** Sharon Shkedi  
**Date:** 3/13/23

**Approved By:** Leah Lax  
**Date:** 3/13/23

**Last Updated By:** Miryam Segal  
**Date/Time:** 3/13/23