



Job Title: Social Worker (SW) / Clinician
Program/Dept.: Adult Day Health Care (ADHC)
Classification: Regular, Full-Time, Exempt
Salary Range: \$45,760.00 to \$66,560.00
Reports to: Program Director
Location: 4855 E. Kings Canyon Road, Fresno, CA 93727
Date: July 1, 2023

1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 29+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Encourage, and Cultivate”. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

2. THE PROGRAM

TFC ADHC is a licensed adult facility that is approved by the state to provide a **medical model of care** to Medi-Cal beneficiaries through an out-patient day program for older persons and adults with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care.

TFC ADHC provides a variety of licensed professionals, including nurses, social workers and physical, speech and occupational therapists, focus on medical, preventive, and social care to improve health outcomes for high cost / high risk patients. Also provided are activities, personal care, hot meals, nutritional counseling, and transportation to and from the center.

The objective is to restore or maintain optimal capacity for self-care to frail elderly persons or adults with disabilities; and delay or prevent inappropriate or personally undesirable institutionalization. TFC ADHC emphasizes partnership with the participant, the family and/or caregiver, the primary care physician, and the community in working toward maintaining personal independence.

3. SUMMARY/OBJECTIVE

Reports directly to the Administrator, the Social Worker/Clinician is responsible for interviewing and screening all applicants/referrals to determine their appropriateness for the full assessment process and participation in the Adult Day Health Care program. In addition, Social Worker/Clinician is responsible for providing psychiatric/psychological services according to care plans.

4. ESSENTIAL FUNCTIONS

- 4.1. Supervise the social work & social work assistant
- 4.2. Maintain the social services component of the participant health records
- 4.3. Maintain the psychiatric/psychological services component of the participant health records, track documentation per visit (duration of time, spent during visit providing staff consultation, social worker consultation and participant psychological interventions, including assessments and reassessments)
- 4.4. Perform other duties as required by the Administrator and/or the Program Director
- 4.5. On full-time during the hours the center provides required services 8:30am-2:30pm
- 4.6. Attend in all multidisciplinary team (MDT) meetings
- 4.7. Conduct initials, quarterly and 6-month assessments for social services and initial assessments of any Ptp referred for evaluation or has a primary dx of mental illness
- 4.8. Develop the plan of care in collaboration with the participant’s identified goals and/or concerns
- 4.9. Provide referrals for persons not appropriate for adult day health care
- 4.10. Evaluate the progress made towards the participant’s identified goal(s) collaboratively with participant



- 4.11. Update the plan of care as needed or desired by the participant and the collaborative process
- 4.12. Assess each participant's home environment
- 4.13. Prepare an individual plan of care for each participant if social services are to be provided
- 4.14. Provide a treatment program to participants, including counseling and group discussions to address identified problems as specified on the participant's plan of care
- 4.15. Lead participants in problem-orientated discussion groups and task-oriented committees
- 4.16. Provide referrals as needed to available community resources
- 4.17. Serving as a liaison with other community agencies who may be providing services to participants and working with these agencies to coordinate all services delivered to participants to meet their needs and avoid duplication of services
- 4.18. May serve as a member of the Utilization Review Committee
- 4.19. Completing the discharge plan for each participant and being responsible for coordination and implementation of the plan

5. MINIMUM QUALIFICATIONS:

- 5.1 Must have transportation and a valid California Driver's License
- 5.2 Clean DMV record and valid vehicle insurance
- 5.3 Must pass background check/Live Scan and Drug Test
- 5.4 Commitment to the mission and values of the agency,
- 5.5 Committed to community building and development,
- 5.6 U.S. citizen or lawful permanent resident
- 5.7 Provide a health examination, signed by a physician
- 5.8 Must have TB clearance within 12 months prior to employment and maintain clearance annually thereafter
- 5.9 Must acquire CPR certificate within 6 months of employment
- 5.10 Able to speak, read and write English fluently
- 5.11 Physically capable both of performing the required duties and of assisting frail elderly and disabled adults, as necessary
- 5.12 Excellent case management, mentoring, coaching, and group management skills
- 5.13 Strong organizational skills with strong attention to detail
- 5.14 Effective time management skills
- 5.15 Ability to handle multiple priorities
- 5.16 Candidates must maintain confidentiality and demonstrate a high degree of integrity

6. COMPETENCY:

- 6.1 Strong leadership skills
- 6.2 Fluent in a Southeast Asian Language - Bilingual in Hmong language preferred
- 6.3 Knowledgeable of healthcare programs: Covered California and Medical
- 6.4 Prior knowledge and experience of governmental systems and policy changes
- 6.5 Ability to inspire, empower, and cultivate self and others,
- 6.6 Ability to adapt to various environments.
- 6.7 Strong leadership skills,
- 6.8 Ability to inspire others,
- 6.9 Ability to maintain motivation to achieve goals while dealing with challenges.

7. SUPERVISORY RESPONSIBILITIES:

Provide or directly oversee the provision of all social services & mental health services under the supervision of Psychiatrist Michael Thao, MD/Psychiatrist.

8. PERSONAL QUALITIES

- 8.1. Accountable
- 8.2. Diligent and organized
- 8.3. Ethical and loyal
- 8.4. Punctual
- 8.5. Flexible
- 8.6. Problem-solver
- 8.7. Creative
- 8.8. Honest



9. WORK ENVIRONMENT:

- 9.1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- 9.2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10. TYPICAL WORKING CONDITIONS:

- 10.1. The office setting is a normal environment.
- 10.2. Occasionally work during early morning, evening, or weekend.
- 10.3. May be subject to temperature variances in the office.
- 10.4. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy day.

11. TYPICAL PHYSICAL DEMANDS.

- 11.1. Requires sitting, standing, or walking for up to eight hours a day.
- 11.2. Some bending, stretching, or reaching may be necessary.
- 11.3. Lifting to 40 pounds may be required on occasion.
- 11.4. Vision must be correctable to 20/20
- 11.5. Hearing must be in the normal range for telephone contact.

12. POSITION TYPE AND EXPECTED HOURS OF WORK:

- 12.1. Full-time, typical work hours are 8:00 am to 5:00 pm, Monday to Friday
- 12.2. Evenings and weekends as needed.

13. TRAVEL:

- 13.1. Travel time is expected for the position. Travel time includes travel to meetings, off-site training, or between job sites, as needed, locally.
- 13.2. Individuals may also be expected to use their own vehicle to travel.
- 13.3. A company car may be used when transporting a client to and from his or her placement, or home visit, visit participant at hospital and/or take participant to doctor's visit, assist participant with running errands to meet their needs as stated in plan of care.

14. REQUIRED EDUCATION AND EXPERIENCE:

- 14.1. Minimum of HS diploma or GED.
- 14.2. Experienced working with the community in advocacy, education, and social services
- 14.3. Holds a master's degree in Social Work from an accredited school of Social Work *or* holds a bachelor's degree in Social Work from an accredited school with two years of experience providing social work services in one or more of the fields of aging, health, or long-term care services *or* holds a master's degree in psychology, gerontology, or counseling from an accredited school and has one-year experience providing social services in one or more of the fields of aging, health, or long-term services.
- 14.4. Licensed by the California Board of Behavioral Sciences

15. PREFERRED EDUCATION AND EXPERIENCE:

- 15.1. Experience working with adults 18 or older with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care.

16. ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- Registered with The Board of Behavioral Sciences to provide mental health services.

17. BENEFITS:

- 17.1. Medical, vision, and dental coverage.
- 17.2. Life insurance coverage at annual salary.
- 17.3. Sick leave, per personnel policy (7 days per year).
- 17.4. 401k retirement plan, after completion of 90 days of employment; potential 3% match.
- 17.5. Vacation, per personnel policy (12 days per year).



17.6. Holidays per personnel policy (currently 12 paid holidays per year)

18. Affirmative action plan/Equal employment opportunity (AAP/EEO):

It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

19. Acknowledgment

I acknowledge that I have read and understand the above job description, responsibilities, and standards of the position. I understand that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

I understand the position is contingent upon continued funding and the (The Fresno Center) will not be responsible in any manner for terminations which are due to defunding of Federal or State Contracts. I understand that I am an at-will employee and can be terminated at any time with or without cause.

Print Employee's Name

Employee's Signature

Date