



POSITION DESCRIPTION

Social Worker Clinicals Supervisor

Reports to: Chief Administrative Officer

Position Status: Non-Exempt

Supervises: Students, Social Workers

Effective Date: 6/1/22

POSITION SUMMARY

The Social Worker performs all duties as described in the Social Worker job description. Provides clinical supervision for MSW students as well as MSWs employed by Northwest Kidney Centers seeking advanced licensure.

SUPERVISORY RESPONSIBILITIES

1. Supervision of MSW candidates and students
 - Creates position descriptions for MSW program(s) and interviews potential candidates, in collaboration with the SW manager.
 - Meets requirements as established by the various MSW programs of students for oversight of social work practicum.
 - Trains and onboards students, providing them with a foundation in the electronic medical record, Conditions for Coverage requirements, Social Services resources, and department procedures. Works with students to develop clinical skills in working with patients.
 - Meets regularly with students to provide feedback and support.
 - Reviews and signs off on student EMR documentation.
 - Completes MSW program evaluations and attests to student participation in required number of hours and other requirements of the program.
2. Supervision of advanced licensure/LICSW candidates – individual supervision
 - Meets requirements as established by State of Washington – Department of Health to provide clinical supervision.
 - Meets with candidates on a regularly scheduled basis, the equivalent of 2 hours of individual supervision per month for a fulltime social worker.
 - Maintains documentation of sessions – date and topics.
 - Signs off on forms when candidate applies for licensure.

3. Supervision of advanced licensure/LICSW candidates – group supervision
 - Shares responsibility with other Clinical Supervisors to facilitate group supervision held once per month for MSW students and all advanced licensure/LICSW candidates.

DEPARTMENTAL RESPONSIBILITIES

1. With Social Work Manager, keeps flow of social work students coming to NKC, as this has proven to be a successful way to recruit talented social workers.
2. Keeps updated on current Social Work job openings, availability for hire of students when they complete their MSW.
3. Joins recruiting efforts to increase NKC visibility as a good place for MSWs to work.

SUPERVISION AND COORDINATION

1. Works with Social Work Manager to mutually agree on the number of supervisees assigned to ensure patient care is not negatively impacted.
2. Within the Social Services department, connects social work students and advanced licensure/LICSW candidates with other NKC social workers to enhance learning.

EXTERNAL CONTACTS

In addition to the usual community contacts required by providing patient care, the Social Worker Clinicals Supervisor also interacts with representatives of MSW programs. The Social Work Clinicals Supervisor actively participates in periodic meetings or check ins with practicum placement coordinators.

JOB CONDITIONS AND PHYSICAL EFFORT

Must be able to communicate effectively in English on the telephone, in writing, and in person. Must be able to use a computer keyboard, mouse, and pull- down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training. Duties and responsibilities are performed in clinical dialysis units, professional office space, and offsite locations. The Social Worker may be exposed to fumes, blood, and other body fluids. Must have the ability to occasionally lift/move objects weighing up to 25 lbs. Travel to other NKC facilities and other non-NKC facilities is required, the Social Work Clinical Supervisor must provide own transportation, proof of insurance and valid Washington state driver's license.

CUSTOMER SERVICE STANDARDS

All staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy, Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.

3. CONFIDENCE: Show a positive attitude; Take personal initiative.
Inform; Educate and reassure, Provide prompt follow-up.

4. CONDUCT: Hold appropriate conversations; maintain a professional appearance; Establish teamwork; Show professional competence.

EDUCATION AND EXPERIENCE

The Social Work Clinicals Supervisor must have a Master of Social Work degree from a school of social work accredited by the Council of Social Work Education. The Social Work Clinical Supervisor must hold an active Washington State Independent Clinical Social Worker license (LICSW).

The Social Work Clinicals Supervisor should have at least two years of experience with progressively increasing clinical responsibility and/or one year of supervisory experience.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not considered to be an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL



6/13/22

Chief Administrative Officer

Date



6/13/22

Vice President of Human Resources/CHRO

Date