UNIVERSITY OF CALIFORNIA, SANTA BARBARA
JOB DESCRIPTION

        Classified By:
Rogers, Elizabeth       Decision Date:
08-02-2007

EMPLOYEE NAME:
Brandi Walsh    EMPLOYEE ID:
864902826       NEW HIRE START DATE:
05/05/2008
APPROVED PAYROLL TITLE:
SOCIAL WORKER, CLINICAL II      TITLE CODE:
9314    WORKING TITLE:
Social Worker   RECLASSIFICATION EFFECTIVE DATE:

PERCENT OF TIME:
100     CBU:
HX
        ERC:
E
        GRADE TYPE:
Other   GRADE:
None    FLSA STATUS:
Exempt
APPT TYPE:
Career  DEPARTMENT/DIVISION:
STHL-Student Health     WORK LOCATION:
Student Health
NAME OF SUPERVISOR:
Burt Romotsky   SUPERVISOR'S PAYROLL TITLE:
Mental Health Coordinator       NAME OF DEPARTMENT HEAD:
Elizabeth Downing, M.D.

EMPLOYEE'S FORMER PAYROLL TITLE:
SOCIAL WORKER, CLINICAL II      NAME OF PREVIOUS INCUMBENT:
Katie Eklund
HR APPROVED ACTION:
Update  TEMP BEGIN DATE:
        TEMP END DATE:
        LTD APPT BEGIN DATE:
        LTD APPT END DATE:
        END DATE (OTHER):

TYPE OF SUPERVISION RECEIVED:
General supervision
NAME OF EMPLOYEES DIRECTLY SUPERVISED:
NA
GENERAL SUMMARY OF DUTIES AND RESPONSIBILITIES:
Under the general supervision of the Mental Health Coordinator, the Social Worker provides a full range of social work services, with emphasis on identifying treatment resources and providing psychosocial interventions (individual, group, crisis) not offered by other campus resources, to assure that students receive optimal benefit from medical and/or psychiatric care.

The client population to be served are students with chronic mental illnesses in need of short and long term social service, including long term counseling.

JOB FUNCTIONS AND DUTIES

Listed below are the job Functions and Duties, both Essential and Non-Essential, listed in order of importance. Essential duties define the methods, procedures, and techniques by which essential functions are carried out. They show what is done, how it is done, and why it is done. Non-Essential functions are duties that are a peripheral, incidental or minimal part of the job. Removal of a Non-Essential duty would not fundamentally change the job.

The total percentage of all Essential and Non-Essential duties must add up to 100%, regardless of part-time status.

Order of
Imp     Essen
Duty    %       Freq.   Function        Duties
1       Yes     50      Daily   Clinical Services
Assists the Clinical Social Worker III in consultation to University staff and faculty, students, family members and community agencies as a function of the Distressed Student Protocol.

Provides crisis intervention for University students which includes:
 \*   Assessment of student risk factors
 \*   Development of an intervention and safety plan
 \*   Consultation with student's support system
 \*   Initiate emergency services when needed

Crisis intervention services may be provided in both University and community settings.

2       Yes     40      Daily   Case Management
Provides complete case management and resource planning. Through multidisciplinary collaboration, using both University and community programs and resources, plans and coordinates an individualized program to address the client's medical, psychiatric, social, financial, and academic needs.

Interviews individual and other appropriate parties to determine:
 \*   The client's historical and current level of functioning,
 \*   The client's medical and psychological needs
 \*   The client's financial resources
 \*   The client's academic history, progress and goals
 \*   The client's capacity to live independently
 \*   The client's support system
 \*   Within this evaluation process, creates and maintains appropriate professional case files, develops comprehensive service plans and continues to observe and evaluate the client.

Counsels clients on available resources, barriers to continued academic progress, independent living skills and other areas involving defined problems or concerns; explains procedures, rights and responsibilities.

Assists clients in identifying and obtaining basic services needed for independent living; identifies and makes referrals to a variety of university, public and community agencies providing academic advice and services, legal advice, medical, housing, transportation and other services; schedules client appointments; acts as a client advocate in obtaining services.

Provides ongoing assessment of client adjustment to the university environment throughout the academic year.

Manages assigned caseload; prepares narrative and statistical reports, documents and correspondence regarding client status; documents case files; prepares and serves legal documents; testifies in court when required.

Interprets psychosocial implications of illness to medical providers, academic service providers, and other campus support services as appropriate.

3       Yes     10      Daily   Administrative Duties
 \*   Regularly meet with supervisor
 \*   Attend Student Health and campus trainings as appropriate
 \*   Attend Student Health staff meetings
 \*   Participate on various departmental and interdepartmental committees as appropriate
 \*   Attend campus and community meetings as appropriate

PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS
PHYSICAL
Continuously=Activity occurs > 66%
Frequently=Activity occurs 33% to 66%
Occasionally=Activity occurs < 33%
Not Applicable=Activity does not exist

On the job, the employee must:

Stand: OCCAS.   Walk: OCCAS.
Bend: OCCAS.    Sit: FREQ.
Crouch / Squat: OCCAS.  Kneel / Crawl: N/A
Climb: N/A      Reach Above Shoulder Level: OCCAS.
Use Keyboard / Mouse: OCCAS.

HAND ACTIVITIES:
Fine Dexterity: OCCAS.  Hand Twisting: OCCAS.
Simple grasping: OCCAS. Power grasping: N/A
Other:
Frequency of Other Activity: N/A

LIFTING ACTIVITIES:
Light lifting (<20 lbs): FREQ.  Moderate lifting (20-50 lbs): N/A
Heavy lifting (>50 lbs): N/A

PUSH / PULL ACTIVITIES:
Light pushing / pulling (<20 lbs of force): OCCAS.      Moderate pushing / pulling (20-50 lbs of force): N/A
Heavy pushing / pulling (>50 lbs of force): N/A

MENTAL
Continuously=Activity occurs > 66%
Frequently=Activity occurs 33% to 66%
Occasionally=Activity occurs < 33%
Not Applicable=Activity does not exist

On the job, the employee must be able to:

Read/comprehend:         FREQ.
Write:   FREQ.
Perform Calculations:    N/A
Communicate Orally:      CONTIN.
Reason and Analyze:      CONTIN.
Other:
Frequency of Other Activity: N/A

ENVIRONMENTAL
Continuously=Activity occurs > 66%
Frequently=Activity occurs 33% to 66%
Occasionally=Activity occurs < 33%
Not Applicable=Activity does not exist

On the job, the employee:

Is exposed to excessive noise:   N/A
Is around moving machinery:      N/A
Is exposed to marked changes in temperature and/or humidity:     N/A
Is exposed to dust:      N/A
Is exposed to fumes:     N/A
Is exposed to gases:     N/A
Is exposed to radiation:         N/A
Is exposed to microwave:         N/A
Drives motorized equipment:      N/A
Works in confined quarters:      N/A
Other:
Frequency of Other Activity: N/A

SPECIAL CONDITIONS OF EMPLOYMENT:
The below licenses, certificates, credentials, bondability, altered work schedules, furloughs, travel, etc are required for this position:

Satisfactory completion of a fingerprint background check

Master's Degree in Social Work and a LCSW within the state of California. Work hours may vary with evening coverage.
It is the policy of Student Health that all charts, reports, records and conversations regarding care of patients of Student Health are kept confidential and are not discussed outside of the department.

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Employee's Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervisor's Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date

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Department Head's Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date

A Supervisor must give an Employee a copy of his/her signed job description upon hire, update or reclassification.

Retention: Department's Personnel File
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