



JOB ANNOUNCEMENT

CASEWORKER (ISM)

November 2017

South Central Family Health Center, a nonprofit community clinic serving the uninsured and underserved for more than 35 years, seeks to hire **Caseworker – Integrated SM)** for its busy community clinics, located in Los Angeles, Huntington Park and Cudahy.

RESPONSIBILITIES:

- Conduct outreach on site for the SCFHC and ISM.
- Conduct outreach outside in the community in school settings, to community organizations, health and human services agencies, churches, health fairs, recreation centers for the SCFHC and ISM.
- Conduct educational classes and/or presentation to parents and students at schools in the community.
- Conduct warm hand-offs.
- Conduct screenings and screening packets for ISM.
- Call patients due to mental health referrals made by providers to mental health services.
- Assist providers to complete Safety Agreements/ Plan with patients.
- Follow up calls and appointments for mental health services.
- Linkage to SCFHC specialists (managed care, referrals departments, labs, etc. within the clinic).
- Refer patients and linkage to Mental Health Services (mental health services, rehab agency, classes etc.).
- Warm hand-offs off site to link to other mental health agencies.
- Manage ISM Classes (follow up with instructor, set up of class, attendance).
- Reminder calls for ISM classes.
- Send Provider Test Actions (PTA) to medical providers.
- Follow up with LACGC clinicians and case managers about clients, former clients, and clients in classes.
- Notes Completion.
- Attend SCFHC and ISM meetings.
- Attend trainings on health policy, advocacy issues, customer service.
- Conduct classes "Platicas & Kids Platicas."
- Co- facilitate ISM classes.
- Generate classes' lesson plans.
- Conduct Outreach Events (Movie Night).
- Identify and develop initiatives to promote patient satisfaction.
- Setting up for Stress Management Class
- Setting up for other classes (e.g. Art Class and TRE Class)
- Setting up for Yoga Class
- Completing the Pre and Post Class Questionnaires
- Calling all the patients whom attend the different classes to remind them of their classes

- Attending weekly meeting with the ISM Program
- Attending weekly meeting with Outreach Program
- Other duties include administrative tasks.

Job Specifications: *(Knowledge, skills, abilities and experience normally required for competent performance)*

Education and Knowledge

- Bachelor's Degree in Social Work required

Experience

- Must have minimum of 3 -5 years' experience.

Skills and Abilities

- Good written, oral and customer service skills
- Excellent interpersonal, organizational, and project management skills
- Proven time management skills
- Must have a valid driver's license with clean driving record
- Basic understanding of MS Word and MS Excel required

Salary: Commensurate with experience. Full benefits, including medical, dental, vision and 403b

Opening: ASAP

Positions: 1

To Apply: Send cover letter & resume to hr@scfhc.org or fax to (323) 432-4872

Deadline: Open until filled

NO PHONE CALLS PLEASE

South Central Family Health Center is an Equal Opportunity Employer