

**City and County of San Francisco Sheriff's Department  
BJA FY 2017 Justice and Mental Health Collaboration Program**

**Position Description**

**Title:** Clinical Social Worker (CSW)

**Reports to:** Program Director, Citywide Forensic Program

**Overview:** Provides one-on-one clinical assessments, counseling, care planning, referral, and support services to clients of the San Francisco Assertive Case Management (ACM) program with behavioral health conditions. Also provides support and education to ACM staff in recognizing, working with, and effectively supporting ACM clients with mental health conditions.

**Primary Responsibilities:**

- Provides comprehensive behavioral health assessments for clients entering the ACM program who have been diagnosed with having mental health and substance use issues following established, evidence-based assessment formats.
- Develops a comprehensive individual service plan for each client, integrating knowledge of a wide range of human service resources. Provides comprehensive service referrals and advocates for clients to enter mental health and substance use treatment programs where needed.
- Provides short-term individual mental health services to ACM clients as needed, particularly during the period from ACM admission to entry into more formal treatment or psychotherapy programs.
- Provides ongoing consultation, education, and technical assistance to ACM staff in recognizing mental health and substance use conditions; working effectively with behavioral health needs; and providing effective behavioral health referrals and adherence support. Serves as an on-site behavioral health specialist within the context of the ACM team as a whole.
- Maintains client's records according to California, City, and County requirements. Assists in processing quality improvement requests and the collection of outcomes measures. Continually enters grant-specific data to track the amount and nature of services provided, referrals made, and service outcomes, including support services provided to ACM staff.
- Participates in required clinical supervision with one or more designated staff of Citywide Forensic Services.

**Requirements:**

- Master's degree in social work, psychology or related field from an accredited university and registered with the Board of Behavioral Science as An Associate Clinical Social Worker (ASW) or Intern Marriage Family Therapist (IMFT).
- Two years working with severely mentally ill adults, individuals in the criminal justice system, the homeless and dual diagnosed populations.
- Ability to work cooperatively and communicate effectively with others. Ability to work in a high stress, high volume area and work well under pressure and with deadlines. Ability to follow oral and written instructions accurately, and be detailed oriented. Able to efficiently prepare written summaries of activities, set priorities and complete reports within required timeframes. Knowledge of medical and/or psychiatric terminology