



**Bilingual MSW Position**  
**SUBJECT TO CHANGE**

**Classification:** Nonexempt

**Reports to:** Chief Executive Officer (CEO), Operating Officer, Nurse Manager, Behavioral Health Coordinator

**Date:** April 15, 2024

**JOB DESCRIPTION**

**Summary**

Under the supervision of the CEO, Operating Officer, Nurse Manager and Behavioral Health Coordinator, this position supports the behavioral health activities of the Center. This position primarily provides assistance to the Behavioral Health Coordinator. Activities include providing client assessments, brief behavioral therapy and referral services for ongoing therapy. Also provides direct referrals and assistance to our clients, serving as the navigator for client referrals and case management. Follows policies and procedures to uphold highly confidential and sensitive information. Interacts with external callers, clients, staff, Board members and volunteers.

**Essential Functions**

1. Following an intake performed by the medical or educational teams, meet with clients to help give consultations and provide assessments to partnering agencies along with short-term therapy, as well as after important milestones such as the first post-partum visit and 6 months prior to discharge from services.
2. Act as a client referral resource for staff and volunteers.
3. Demonstrate competency in therapeutic skills and evidence based or best practice approaches through ongoing professional growth, development activities and case reviews. Assess and determine client's most appropriate treatment plan inside/outside agency treatment programs.
4. Provide behavioral counseling and group therapy as requested and directed by the Behavioral Health Coordinator.
5. Maintain accurate, professional documentation in the Center's medical records system. This primarily consists of transferring information handwritten in client charts to the online client database to track client

care including dates of appointments, services provided, next steps required (through flagging charts) and level of client care needed. This would involve database management and coordination with a telehealth database.

6. Assist in organizing and maintaining the Center's resources and partnering agency information into a centralized, easily accessible database.
7. Assist in responding to incoming referrals through the First 1000 Days UniteUs platform. Utilize the Florida State Care Portal to coordinate the faith-based community's response to posted client needs.
8. Have a working knowledge of current external resources and help maintain SMPC's resource list, adding new resources and updating existing agency information to ensure accuracy of referrals.
9. Participate in external agency meetings and community events (e.g., mental health conferences, community health fairs) as directed by the Behavioral Health Coordinator.
10. With the Behavioral Health Coordinator, participate in creating care plans for clients on a routine basis to help establish support milestones needed at different stages of pregnancy and during babies' first year.
11. Lead client education group classes on occasion, such as a birth planning class to help equip women transitioning into motherhood.
12. Educate staff and volunteers regarding behavioral health, community partners and resources through communications and in-house training (such as lunch and learn sessions) to promote existing educational programs or help foster new programs at the Center. Act as a liaison with agencies to visit SMPC and promote their client serving programs.
13. Become Care Net trained as time allows in schedule, within six months.
14. Meet weekly with the Behavioral Health Coordinator.
15. Maintain proprietary and sensitive information with care and professionalism. Follow Center policies and procedures.
16. Carry out accurate and complete documentation in medical records to provide continuity of care and following medical standards.
17. Work independently and within a team on special nonrecurring and ongoing projects as requested by the COO/Nurse Manager or CEO.
18. Maintain telephone etiquette at all times using professionalism in interacting with callers, clients and Center visitors.
19. Other support activities as requested by the COO/Nurse Manager (e.g., preparing for an agency tour or presentation, or, representing the Center at community events).

## **Competencies**

1. Technical Capability: basic computer operations, Microsoft Office Programs.
2. Personal effectiveness, credibility, integrity.
3. Detail oriented.
4. Excellent organization skills.
5. Collaboration skills.
6. Communication proficiency, telephone etiquette.

7. Flexibility.
8. Self-motivated, dependable, accountable.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

### **Physical Demands**

Some filing may be required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

### **Position Type and Expected Hours of Work**

This is a full-time position, approximately 40 hours a week. A weekly schedule will be determined with the Nurse Manager and Behavioral Health Coordinator (to be set during clinic hours). Additional hours may be requested in advance, especially during influxes in new clients.

### **Travel**

Travel for this position is minimal but may include travel to local meetings.

### **Required Education and Experience**

1. Enrollment in a Master's program or a Master's degree in Social Work.
2. One year of related experience.
3. Bilingual in Spanish and English.

### **Preferred Education and Experience**

1. Master's degree in Social Work.
2. Two years of related experience.

### **Additional Eligibility Qualifications**

1. Committed Christian who demonstrates personal relationship with Jesus Christ as Savior and Lord.
2. Exhibits strong commitment and dedication to the pro-family position.
3. Agree with, and be willing to uphold, the Statement of Principle, Statement of Faith, and policies of the Center.

### **AAP/EEO Statement**

The Sarasota Medical Pregnancy Center is an Equal Opportunity Employer and does not discriminate in employment and employment-related activities with regard to race, color, sex, or national origin, age, disability, veteran or marital status.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Performance Evaluations**

A performance review will be held annually, and in the first year also semi-annually. The purpose of an evaluation is to provide necessary feedback, help improve job performance, and set goals for future performance. Each review will include a self-evaluation and will present the input of peers and managers. There will also be an opportunity to discuss the performance evaluation with immediate supervisors. Written copies of performance evaluations will be kept in the employee's personnel file.