# JOB TITLE: Mental Health Social Worker/ Clinician

# JOB TYPE: Full-Time

# PROGRAM: Article 31 Mental Health Clinic

**ADDRESS:** 42-16 162nd Street, 2nd Fl. Flushing, NY 11358

**ABOUT THE ORGANIZATION:** Founded in 1973 as the first community-based social service agency targeting the Korean population, The Korean Community Services of Metropolitan New York, Inc. (KCS) is a nonprofit 501(c)(3) multi-social service organization supported by government agencies, foundations, corporations and concerned individuals. The objectives of KCS are to develop and deliver a broad range of social service programs to meet the various needs of the community. In order to achieve these objectives, KCS provides various professional social service programs in the areas of Community, Aging, Workforce Development and Public Health.

KCS serves over 1,100 individuals daily with the help of 10 Board members, 28 full-time staff, 25 part-time staff, and about 100 volunteers who are all working to make our community better in locations around the greater New York area. There are five site locations in New York City area including three in Queens, an office in Manhattan and a satellite office in Brooklyn.

**RESPONSIBILITIES:**

* Meet agency requirements for qualitative and quantitative contacts with clients. Includes conducting intake interviews, rendering diagnoses in accordance with DSM criteria, providing crisis intervention, providing individual, family, and group psychotherapy, conducting telephone referrals, providing advocacy, case management and referrals.
* Meet agency requirements for qualitative and quantitative documentation. Includes writing progress notes, treatment plans, intake assessments, correspondence regarding clients, termination summaries, encounter forms and any and all other required documentation.
* Participate in advocacy and outreach activities and collaborate with other community organizations. Includes organizing community educational seminars, reaching out to schools, police offices, hospitals, churches, and community-based organizations, leading and developing anti-stigma campaigns.
* Engage in administrative activities for the clinic. Includes participating in budget planning and grant writing, developing service delivery protocols and clinical programs.
* Assess the needs of the clients including their basic needs such as food, clothing, and shelter.
* Ensure that referrals are made to appropriate internal and external services as required to meet the needs of the clients.
* Provide coverage for walk-ins and phone referrals as needed.
* Monitor and coordinate psychiatrist psychopharmacology appointments.
* Responsible for all administrative and clinical documentation associated with direct service clients.
* Maintain content and format of casework record according to regulatory guidelines.
* Complete and submit all documentation required for agency reimbursement for services in a thorough, complete, accurate and timely fashion.
* Report all incidents as outlined in agency policies and procedures manual in a timely and professional manner.
* Maintain all applicable standards of audit readiness.
* Attend case conferences and present cases.
* Attend and actively participate in individual and group supervisions.
* Provide weekly supervisions to MSW interns for the clinic.

**QUALIFICATIONS:**

* Master’s Degree in Social Work from a nationally accredited institution.
* Valid NYS LMSW required/ LCSW preferred.
* Must apply for LCSW license as soon as eligible.
* Must be Korean/English bilingual.
* Minimum 2 years of clinical experiences is required. Additional administration experiences is plus.

**SALARY: Dependent upon experience.**

**BENEFITS:** Fringe benefits, Health Insurance, 401K (after 1 year of employment), Paid vacation/ sick/ personal days.

**CONTACT INFORMATION:**

Linda Lee, Executive Director

E-mail: [LLEE@kcsny.org](mailto:LLEE@kcsny.org)

Phone: 718-939-6137

**To apply please send resume, cover letter and references to** [**LLee@kcsny.org**](mailto:LLee@kcsny.org)**.**