

SOCIAL WORKER

DEPARTMENT: Therapeutic Services
SUPERVISOR: Social Services Director

FLSA STATUS: Non-exempt
DATE: July 1, 2018

AREA OF SUPERVISION: Social workers

DUTIES AND RESPONSIBILITIES:

Assists the Social Services Director in providing services to meet the social and emotional needs of the residents. Develops a rapport with the residents and presents their concerns to Social Services Director. Work, separately and in groups, with residents, families, facility staff, and representatives of community agencies, institutions, and organizations; Assist with documentation of all activity as required by local, federal, state, and facility rules and regulations.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS:

1. Assist with admission process when needed which may include interviews, facility tours, and completion of documents.
2. Orients new admissions to facility. Responds to initial and ongoing questions. Help all residents to adjust to the change.
3. Complete a psychosocial history on all admitted residents within the required time frames to determine resident problems/concern areas. Implements goals and approaches.
4. Attends care plan conference and is involved in the interdisciplinary care plan process.
 - Informs residents/patients and families of date and time of conference.
 - Invites family members to conference as desired by resident.
 - Communicates the plan developed to those residents who do not attend Care Plan meeting.
5. Assist with completion of Social Service portion of MDS and CAAs including interviews of residents, families and staff as assigned.
6. Observe, record, and notify staff of changes in attitude, behavior, or personality, especially depression, anxiety, withdrawal, and uncontrollable aggression. Develop and use skills of interviewing, non-directive counseling, and communicating with community resources.
7. Assist in organizing social-service programs to meet the needs of the residents and families and to fulfill the requirements of local, state, and federal rules and regulations.
8. Document and report to Social Services Director all grievances and handle as directed.
9. Responds to and facilitates the resolution of residents and families problems and concerns through the implementation of problem solving and other intervention techniques.
 - Assists with room changes by working with residents, staff, and family.
 - Meets with families regarding questions and problems with resident status and care.
 - Serves in an advocacy role for all residents especially those who are dependent and helpless.
 - Assist in obtaining needed adaptive equipment, clothing, and personal items.

- Encourage family contact and support for each resident/patient.
10. Respond to the needs of the facility, residents, and families in a timely and appropriate manner.
 11. Keep entries in residents' charts current, and record and document resident care plans according to federal, state, and facility guidelines.
 12. Assists with discharge planning of residents. Maintain ongoing notes on discharge planning in the residents' charts, including initial prognosis for discharge, changes in discharge potential, and arrangements made for continuity of care in the community.
 13. Assist with Resident Council meetings.
 14. Organize and lead group meetings for residents of like diagnoses or issues, i.e. dementia, depression.
 15. Serve on assigned committees, such as Medicare and care plans.
 16. Participate in facility and department quality-assurance programs.
 17. Develop knowledge of available facility and community resources and work in concert with other health-care professions, residents, families, and personnel in community agencies.
 18. Attends in-service educational programs.
 19. Maintain resident confidentiality.
 20. Perform related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

WORK AREA AND ENVIRONMENT:

Office, resident rooms, and occasionally in the community and at residents' homes

QUALIFICATIONS:

Education: Bachelor's degree in social work preferred

Experience: One year of experience preferred

Continuing Education: Participate as required

Job Knowledge: Understand special needs and limitations of the elderly; recognize and identify problems and refer to others if necessary; understand and relate to sensitive needs and feelings of the resident; emotional maturity; ability to communicate with the resident, family, staff, and community; familiar with the assessment process and the development of the comprehensive-care plan.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; OSHA, Life Safety Codes; Facility Policies and Procedures

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.