

SOCIAL SERVICES DIRECTOR - QUALIFIED

DEPARTMENT: Therapeutic Services
SUPERVISOR: Administrator

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

AREA OF SUPERVISION: Social workers

DUTIES AND RESPONSIBILITIES:

Direct and supervise social service programs; evaluate the social needs of each resident admitted and formulate a written plan of care; review and revise plan as necessary, but no less than quarterly; refer residents and families to appropriate community resources as necessary. Assist residents in achieving and maintaining their maximum psychosocial functioning and independence.

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. Coordinates admission process. Evaluate applications of prospective residents, make decisions for admission with input from nursing and completes necessary paperwork for the admission.
2. With resident's permission, maintain contact with family to report on changes in health, current goals, resident's rights, discharge planning, and to encourage participation in care planning.
3. Serves as a resident advocate, know and understand the resident's rights and interpret them to the staff.
4. Assist residents with financial and legal matters, such as applying for pensions, referrals to lawyers, and referrals to funeral homes for preplanning arrangements.
5. Assist with discharge-planning services, such as helping to place a resident on a waiting list for community congregate living, arranging intake for home-care services for residents returning home, assisting with transfer arrangements to other facilities. Complete discharge plan in accordance with discharge-plan policy.
6. Develop relationship with resident and family and provide or arrange for provision of needed counseling services.
7. As a member of the interdisciplinary team, identify and seek ways to support resident's individual needs, preferences, customary routines, concerns and choices through the assessment and care-planning process.
8. Build relationships between residents and staff and teach staff to understand and support residents' individual needs.
9. Promote actions by staff that maintain or enhance each resident's dignity in full recognition of each resident's individuality.
10. Assist residents in the decision-making process concerning their own health care, and whether or not they would like anyone else to be involved in those decisions.
11. Assist staff to inform residents, and those they designate, about the residents' health status and health-care choices and their ramifications.
12. Assist resident in dealing with feelings about grief, depression, disability, death, dying, or other emotional, mental, environmental, or physical limitations.
13. Find options which best meet the physical and emotional needs of the residents.

14. Work with families and residents on social interaction, orientation, and intellectual stimulation.
15. Work with families and community resources, as needed, to solve financial needs and promote emotional security regarding financial stability.
16. Make arrangements for obtain needed adaption equipment, clothing and personal times.
17. Complete the appropriate portions of the Minimum Data Set, CAAs, and Care Plans as established by regulations.
18. Document the social-care component of the Comprehensive Care Plan for each resident as identified by the interdisciplinary committee within 7 days of completion of the MDS. Subsequent progress notes and care plan up-dating should be documented every 90 days or as resident's condition changes.
19. Identify community Services and help the residents and families utilize them when needed.
20. Compile and record social histories to assist in understanding residents' backgrounds, family problems, resources, histories of illnesses, interests, etc. Record pertinent social data about medically-related personal and family problems in residents' medical records.
21. Maintain confidentiality as needed regarding resident information.
22. Assist residents in utilizing individual and group activities to their best advantage.
23. Observe, record, and notify staff of changes in attitude, behavior, or personality, especially depression, anxiety, withdrawal, and uncontrollable aggression.
24. Develop and use skills of interviewing, non-directive counseling, and communicating with community resources.
25. Attend in-service educational programs.
26. Performs related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- X 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.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed.

Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:			X	
Sitting:			X	
Lifting /Carrying 0-10 lbs.		X		
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.	X			
Pushing/ Pulling 0-10 lbs.		X		
Pushing/Pulling 11-20 lbs.		X		
Pushing/Pulling 21-25 lbs.		X		
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.	X			
Climbing/Balancing:	X			
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:		X		
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)		X		
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Reading Simple | <input checked="" type="checkbox"/> Writing – Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading-Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgement/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple | <input checked="" type="checkbox"/> Basic Math Skills | |

EXPOSURES

- | | | | |
|--|---------------------------------------|---|---|
| <input checked="" type="checkbox"/> Airborne particles | <input type="checkbox"/> Explosives | <input type="checkbox"/> Muscular Strain | <input type="checkbox"/> Temperature |
| <input type="checkbox"/> Caustics | <input type="checkbox"/> Fumes | <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Toxicants |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> High places | <input checked="" type="checkbox"/> Odors | <input type="checkbox"/> Vibration |
| <input checked="" type="checkbox"/> Electrical Current | <input type="checkbox"/> Moving Parts | <input type="checkbox"/> Physical abuse | <input checked="" type="checkbox"/> Vision strain |
| | | <input checked="" type="checkbox"/> Slippery Floors | <input checked="" type="checkbox"/> Weather |

WORK AREA AND ENVIRONMENT:

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

QUALIFICATIONS:

Facility with less than 120 beds

Education: Requires a bachelor's degree in social work, Psychology, Sociology, Family Service.

Experience: At least two years of experience as a social worker preferably in long term care.

Continuing Education: As required by state laws and regulations

Professional Memberships: Recommended and encouraged

Job Knowledge: Requires knowledge of assessing and interviewing techniques. Ability to communicate in English both orally and in writing . Knowledge of medical terminology. Respect for the principles of resident rights and confidentiality.

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.