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| Job Title: Social Worker | Revision Date: 9/2020 |
| Department/Program: ADHC/CBAS | Reports To: Program Director |
| Salary Labor Grade: Open | Exempt/Non-Exempt: EXEMPT |

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| **Job Summary:** |
| Under the direct supervision of the Program Director, SW is responsible for the provision of ADHC/CBAS social services, including assessments, care plan & TAR development, and advocacy for each participant. Leads and participates in interdisciplinary team meetings and provides consultation to therapists, families and participants. |
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| **Basic Responsibilities for Job Title:** |
| 1. Provides excellent customer service, as a full-time staff on duty during all of center’s hours of service.
2. Orients visitor, family, new participants to ADHC/CBAS staff, program and facilities.
3. Obtains data on medical diagnosis, financial situation from participant/care provider as needed to establish eligibility. Finalizes Enrollment Process.
4. Develops individual care plan in concert with interdisciplinary team, incorporating Person-Centered Planning, & in conjunction with both participant and family; supportive confrontation techniques, identify & provide treatments/interventions as scheduled on the IPC, & document them on the same day it was provided; education regarding illness, coping skill, crisis intervention and referral to psychologist/psychiatrist for evaluation. (per 42 CFR 441.301(c)(1) through (3))
5. Completes assessment of home environment prior to enrollment to assess living arrangement, accessibility to shopping, doctor, banking, etc., and participant adjustment to surroundings.
6. Communicates regularly with family members counsel/involve families in treatment at home to enable continuity of care surroundings.
7. Provides information, make referrals; act as a liaison between participant/families and social service agencies.
8. Develops individual discharge plan which concurs with interdisciplinary team’s assessment, document changes as proscribed by the MDT team.
9. Maintains accurate/timely documentation on participant family concerns by means of progress notes, quarterly reports and memos when appropriate.
10. Reassesses continuing/returning participant and prepares and submits appropriate treatment plans.
11. Develops/Facilitates support groups for participants/family members/caregivers.
12. **Organizes/ facilitates outreach programs for participant recruitment. Monitors intake list. Ensure/finalize participant enrollment by closely following up from start to finish.**
13. Assists in development/implementing in-service and staff training.
14. Provides staff support for external and organize internal utilization review committee.
15. Oversees Social Work department activity which includes monitoring all of the functions mentioned above and as carried out by program social workers/social work aide, under the direction of the Program Director.
16. Other duties as assigned by the Program Director.
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| **Basic Responsibilities for all Employees:** |
| 1. Demonstrates honesty and ethical behavior as an employee.
2. Serves as a role model for employees.
3. Recognizes and accepts responsibility for all parts of the job.
4. Works collaboratively and effective with other Management staff to achieve program/division and Corporate goals.
5. Plans, organizes and directs program staff and program activities to make a direct contribution to Organization’s goals.
6. Resolves problems in a timely manner.
7. Demonstrates follow through. Meets deadlines.
8. Manages time efficiently and ensures efficient time management by staff.
 | 1. Dedicates additional time when it’s required to get the job done.
2. Facilitates employee learning and development, providing feedback and clear expectations.
3. Effectively manages multiple tasks and priorities.
4. Leads SW dept to achieve high quality results in a timely and efficient manner.
5. Demonstrates excellent communication skills, both oral and written.
6. Demonstrates excellent interpersonal skills, reflecting clarity, diplomacy and tact.
7. Encourages creativity and innovation.
8. Serves as an advocate for the health and wellness of individual patients, their families and the community.
9. Participates in programs and organization activities.
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| **Preferred Skills and Abilities:** |
| 1. M.S.W. Preferred. Master’s Degree in Psychology, gerontology, or counseling from an accredited school & has 1 year of experience providing social services in one or more of the fields of aging, health, or long-term care services. Bachelor’s Degree in social work from an accredited school with 2 years of experience providing social services in one or more of the fields of aging, health, or long-term care services.
2. Bilingual - preferred.
3. Excellent writing skills.
4. A Team player.
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| **Physical Requirements:** |
| 1. Must be able to sit; stand; talk. May have the need to ben/or stoop.
2. Physical Fitness in order to cope with, and handle tense situations.
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| **Environmental Conditions Critical to Performance:** |
| 1. Performs work in an office environment.
2. Team environment.
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| **Education and Experience:** |
| 1. Master’s degree in Social Work or related field. Bachelor OK under certain conditions.
2. Experience in working with Case Management with the elderly.
3. Experience and knowledge regarding the physical, mental and social needs of the elderly.
4. Experience working in a Multi-disciplinary team environment.
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**Employee Acknowledgment**

My signature below acknowledges that my job description was reviewed with me and I understand my duties. Should I have any questions or need further clarification, I agree to contact my supervisor for guidance.

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Employee Name (Print) Employee Signature Date

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Director’s Signature Date