JOB TITLE: Social Services Director  CENTER:  
REPORTS TO: Executive Director  DEPT CODE:  
SUPERVISES: Social Services Assistant(s)  FSLA STATUS: Choose an item.

JOB SUMMARY
Organizes, assesses and maintains the existence of the social service program designed to meet the individual physical, mental and psychosocial needs of the residents, meets the State and Federal regulations and standards of the healthcare delivery established by the Center. Assumes additional responsibilities that provide for the well-being of the residents as assigned by the Executive Director (ED). Directly accountable to ED for the administrative, educational, and regulatory compliance of the Social Services (SS) Department and its staff.

ESSENTIAL FUNCTIONS
1. Preadmission services, including bio psychosocial assessments and participation in interdisciplinary evaluation of the individual’s needs for care and preparation of the incoming resident.
2. Identification of needs and coordination of services so that bio-psychosocial needs of each resident are met.
3. Participation in the development and reassessment, per schedule and as needed, of individualized social service and interdisciplinary care plans designed to meet the bio-psychosocial needs of resident.
4. Assisting residents and responsible parties in location and using financial, legal, mental health and other community resources.
5. Provide individual, group and family services focused on the maintenance or enhancement of the resident’s bio-psychosocial functioning and understanding of their health status; services may include assistance with the following: concerns related to the resident’s illness, disability, treatment, financial and medical decision making; placement and expectation of care; transfers internal and external and reestablishing community living and coping with separation, loss, dying and death.
6. Coordinate and/or provide health and mental health social work services to residents to assist with attaining or maintaining the highest practical mental and psychosocial well-being, while helping resident who display mental or psychosocial difficulty receive appropriate treatment and services.
7. Providing education and resource support to staff participating in behavioral interventions for residents.
8. Coordinating safe discharge planning and follow-up services in coordination with the interdisciplinary team.

OTHER DUTIES
1. Participation in resident and family council development, as needed or requested.
2. Participate with other department managers in the planning, development and education of programs essential to the delivery of quality care to residents and families.
3. Orientation of new employees as directed and inservice training of Center personnel.
4. Supervision and coordination of community group(s) who are initiating and providing services to residents related to their mental health and other welfare needs.
5. Other duties as assigned and appropriate to the position.

KNOWLEDGE, SKILLS, AND ABILITIES
1. Knowledge for development of, implementation and educating staff on therapeutic services and environment.
2. Demonstrate skill in guidance and counseling.
3. Evidence of ability to work with individuals of varied values and backgrounds.
4. Demonstrate effective verbal and written communication skills.
5. Evidence of organizational skills and ability to manage SS employees.
6. Effective communication skills with residents, families, staff and community agencies.
7. Demonstrate and exercise common sense, patience, tact and good listening skills when dealing with residents, families and staff.
8. Ability to handle work under pressure and deal effectively with job related duties.

EDUCATION, LICENSURE, AND EXPERIENCE
1. A minimum of a bachelor’s degree from an accredited program of social work or gerontology preferred or as per state law requirements.
2. Prefer a minimum of two years of work related experience in long term care or other related programs.
3. If applicable (per State requirement) maintain current licensure.
4. Maintain on going education to understand and initiate changes in social service program that are current with regulatory requirements and Center’s standards.

REPORTING RELATIONSHIPS
1. Reports to the Executive Director.
2. Responsible for the hiring and supervision of other SS Department employees.

WORKING ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
1. Exposure to blood and body fluids in Classifications I, II & III (See Bloodborne Pathogens Program, Job Classification System).
2. HBV vaccination available.

PHYSICAL DEMANDS ANALYSIS
If applicable to position, see attached PHYSICAL DEMANDS ANALYSIS.
JOB DESCRIPTION
Social Services Director

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SIGNATURES
I have read and reviewed this job description and fully understand the requirements set forth therein. I am able to perform the essential functions of this job with or without reasonable accommodation. I agree to perform the tasks outlined in this job description in a safe manner and in accordance with EmpRes Healthcare’s established procedures.

Employee Signature                  Date

Supervisor Signature                Date

The above Job Description is intended to describe the general content and requirements for the performance of this particular position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements, nor is it to be construed as a contract for employment.
PHYSICAL DEMANDS ANALYSIS
The information provided here reflects the average work situation for this position.

MAJOR PHYSICAL DEMANDS
Standing: Remaining on feet in an upright position at a workstation without moving about.
  LEVEL:  Matted/even surface (linoleum, carpet, mats).
  TIME:   2.00 hours per day
  REPETITION: Frequently

Sitting: Remaining in the seated position.
  LEVEL:   Casual, flexible, discretionary position.
  TIME:    2.00 hours per day
  REPETITION: Occasionally

Walking: Moving about on foot.
  LEVEL:   Casual movement on matted/even surface (linoleum, carpet, mats).
  TIME:    1.50 hours per day
  REPETITION: Frequently

Lifting: Raising or lowering an object from one level to another.
  LEVEL:   Medium, 50 lbs. maximum, frequent lifting/carrying 25 lbs. or less.
  TIME:    0.50 hours per day
  REPETITION: Occasionally

Bending: Moving the body down and forward by bending the spine at the waist.
  LEVEL:   Moderate bend at approximately 45 degrees.
  TIME:    0.50 hours per day
  REPETITION: Occasionally

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.
  LEVEL:   Soft surface (carpet).
  TIME:    0.25 hours per day
  REPETITION: Frequently

Crouching: Lowering the body and bending the legs/moving slowly in a prone position.
  LEVEL:   Firm surface.
  TIME:    0.50 hours per day
  REPETITION: Occasionally

Reaching: Extending the hands and arms in any direction.
  LEVEL:   Dominant hand and arm.
  TIME:    1.50 hours per day
  REPETITION: Frequently

Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands
  (with or without significant weight resistance).
  LEVEL:   Dominant hand and arm.
  TIME:    5.00 hours per day
  REPETITION: Frequently

MINOR PHYSICAL FACTORS
Fingering: Picking and pinching or otherwise working with the fingers primarily.
  LEVEL:   Dominant hand.
  TIME:    1.00 hours per day
  REPETITION: Frequenty