Job Description

Social Worker

_____Social Worker - Licensed FA0051 (Exempt); FA0055 (Nonexempt)
_____Social Worker – Non-Licensed FA0050 (Nonexempt)
_____Master of Social Work – FA0056 (Exempt)

Name: ________________________________ Department: Social Services
Date of Hire: ___________________________ Supervises.: n/a

W/H Class:       Exempt/Nonexempt

Job Summary

Responsible to provide medically related social work services so that each resident/patient may attain or maintain the highest practicable level of physical, mental, and psychosocial well-being.

Essential Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

Residents Rights

- Knows and respects patient rights
- Informs and supports residents/patients in exercising their rights
- Ensures protected health information is kept confidential
- Reports complaints made by residents/patients to supervisor
- Reports all allegations of patient abuse, neglect and/or misappropriation of patient property

Safety and Sanitation

- Follows established safety policies and procedures
- Observes safety needs of residents/patients as indicated in care plan; participates in restraint reduction program
- Wears and/or uses safety equipment and supplies when indicated and properly trained to use
- Demonstrates job-specific knowledge of fire and disaster preparedness during drills or actual situations

Staff Development

- Attends and participates in scheduled in-service training, educational classes and meetings to maintain current certification and as mandated by regulatory agencies and company policies.
- Participates in QAA process
- Attends and participates in Circle of Care classes
- Trains staff in attending to patient’s psychosocial needs and behavioral symptoms

Social Worker Responsibilities

- Identifies cognitive impairments, signs of mood problems, and psychosocial needs and follows-up as needed
- Communicates effectively with the interdisciplinary team, residents/patients, families, and community agencies
- Maintains accurate and timely documentation which complies with federal/state regulations, HCR ManorCare Corporate policy, and specific center practices, including, but not limited to, Advanced Directives, Minimum Data Set, Social Service History and Assessment, Raps, Care Plans, Social Service Progress Notes, Behavior Tracking, monitoring of cognitive and psychosocial changes, PASARR and Discharge Planning documentation, and psych services.
- Supports each resident's/patient's right to self-determination; Documents resident/patient refusal of services offered; Informs resident/patient of any therapeutic alternatives to the refused service; Involves others, as appropriate, to help educate the resident/patient about the alternatives.
Social Worker Responsibilities, continued

- Facilitates communication among resident/patient, family and interdisciplinary team members aimed at provision of risk/benefit information to support informed decision-making
- Coordinates interdisciplinary team care conferences
- Makes appropriate referrals to other consultants, community agencies, or Center departments in order to facilitate the resident's/patient's maximum use of resources, and to promote the resident's/patient's increased level of social functioning.
- Provides assistance with the resident's/patient’s admission to assure a smooth transition; Contacts the new resident/patient and/or family as needed to ensure that needs are being met and that difficulties are being resolved.
- Informs resident/patient, family, or legal representative of Medicare/Medicaid program benefits and assists with application for these alternative funding programs for nursing home care.
- Encourages resident autonomy by promoting attendance at patient council meetings.
- Advises resident/patient of his/her right to vote, and provides assistance with voting, if requested.
- Provides orientation and in-service training, as directed by the Administrator, to nursing home personnel regarding resident/patient rights, advanced directives and limited treatment practices, and the social/emotional needs of the aged and/or disabled, and behavior management guidelines and documentation.
- Liaison with consultant psych professionals

Administrative Responsibilities

- Coordinates work of department with work of other departments.
- Attends and participates in staff meetings and other center meetings and sits on required committees.
- Assists in developing and updating departmental procedures and policies.
- Follows HCR ManorCare Policies and Procedures manual.
- Participates in department budget planning and supplies monthly report to Administrator upon request.
- Performs any miscellaneous work assignments as may be required.

Education

- FA0051 - Bachelor's degree in Social Work required; Current Social Work license required.
- FA0050 - High School diploma required; Bachelor's degree in Social Work or a Human Services field desirable.
- FA0056 – Master of Social Work required

Experience

- Two years of social work supervised experience working directly with geriatric clients in a health care setting, desirable.

Physical Demands

- Primarily sedentary in nature. Maximum lifting of approximately 10 pounds with occasional lifting of small objects. Sitting, standing, walking, talking, and hearing.

Travel

- N/A

Working Conditions

- Primarily inside in well-lighted, well-ventilated areas with some exposure to disagreeable conditions.

Principal Contacts

- Works closely with residents/patients, family members, legal representatives, and center staff.

General Requirements

Must be able to execute the terms and conditions set forth in the HCR ManorCare Employee Handbook, including, but not limited to:

a. Works in a safety-conscious manner, which ensures that safe work practices are used in order not to pose a risk to self or others in the workplace. Reports any safety violations or hazards to supervisor
b. Complies with company policies and procedures and local, state, and federal regulations
c. Adheres to policy on Drug-Free Workplace
d. Interacts in a tactful, diplomatic, and humanistic manner with residents/patients, families, visitors, and co-workers to provide a safe, efficient, and therapeutically effective caring environment which ensures the self-respect, personal dignity, rights and physical safety of each resident/patient and facility guest
e. Maintains a dependable attendance record and adheres to standards of cleanliness, grooming, hygiene, and dress code.

f. Takes positive action to ensure equal opportunity in the conduct of all business activities without regard to race, color, religion, sex/gender, age, national origin, disability, citizenship, veteran status or any other legally protected category.

g. Provides services in-keeping with accepted practice guidelines for the profession

I have read/reviewed the job description for the position of Social Worker, acknowledge that all items are essential to the job, understand what the job demands, and agree that I am able to perform the essential functions of the job, with or without reasonable accommodation.

(Social Worker) ___________________________  (Date) ___________________________  (Administrator/Social Services Coordinator) ___________________________  (Date) ___________________________