

# TITLE OF POSITION: MEDICAL SOCIAL WORKER

TITLE OF IMMEDIATE SUPERVISOR: Director of

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – HIGH

DUTIES OF POSITION
Provide medical social services to patients in their homes in accordance with physician orders and under the direction and supervision of the Director of or another appropriate supervisor.
POSITION RESPONSIBILITIES
1. Assist in the admission process of the patient to the Agency by performing an initial evaluation, assessing the patient's psychosocial status and evaluating the patient, family and home to identify socioeconomic and emotional factors that will affect the plan of treatment.
2. Assist in development and implementation of the interdisciplinary patient care plan as it pertains to medical social work.
3. Observe, record and report changes in the patient's emotional and social factors that affect the patient's illness and his/her need for care and his/her response to treatment.
4. Consult with the attending physician concerning alteration of the plan of treatment.
5. Maintain and submit written clinical records as deemed by the Agency, including the initial evaluation, the care plan and daily notes.
6. Evaluate the patients and family's response to, and effectiveness of, the medical social work intervention.
7. Confirm, on a weekly basis, the scheduling of visits with the Director of to facilitate coordination of other staff visits.
8. Participate in Agency activities and committees when appropriate to include staff development activities and in-service education.
9. Supervise the social work assistant per policy.
10. Participate in discharge planning.
11. Assume responsibility for self-development by continually striving to improve his/her Medical Social Worker practice through formal education, attendance at workshops and conferences, active participation in professional and related organizational meetings, and individual research and reading.
SKILLED MEDICAL SOCIAL WORK SERVICES
1. Assess the patient's potential to cope with his/her social and health problems.
2. Act as consultant to the members of the health team, assists them in understanding the social, emotional and environmental factors related to the patient's health problems.
3. Help patients to utilize the resources of their families and the community.
4. Provide rehabilitative and supportive casework.
5. Assist patients and their families in coping with personal and environmental difficulties which might predispose them toward illness or interfere with obtaining maximum benefits from medical care.

**JOB CONDITIONS**

1. The ability to communicate well, both verbally and in writing in English is required.
2. The ability to access patients' homes which may not be routinely wheelchair accessible is required.
3. Hearing, eyesight and physical dexterity must be sufficient to perform a physical assessment of the patient's condition and to perform patient care.
4. Physical activities will include, walking, sitting, stooping, and standing and minimal to maximum lifting of patients and the turning of patients.

**EQUIPMENT OPERATION**

Utilization of calculator, multi-line telephone, copy machine, hand washing materials.

**COMPANY INFORMATION**

Has access to all patient medical records which may be discussed with Director of, the Administrator, the Executive Director, and the Quality Assurance department staff, including medical records and outside government agencies.

**QUALIFICATIONS**

1. Master's Degree from a School of Social Work approved by the Council of Social Work Education.
2. Must have or be in the process of acquiring certification from the Academy of Certified Social Workers.
3. Two years' experience preferred, with at least one year of experience in a health care setting (hospital, clinic, rehabilitation center, etc.).
4. Must have a criminal background check clearance, national sex registry clearance and OIG clearance.
5. Must have current CPR certification.

**ACKNOWLEDGMENT****EMPLOYEE NAME****EMPLOYEE SIGNATURE****DATE**