

## **Northwest Colorado Health**

### **Medical Social Worker**

#### **General Statement of Duties:**

This is an advanced performance level of social work practice, providing services to patients and families of patients in their homes relative to the physical and mental health of the patients, family involvement and community organization for assessment, care planning, treatment and coordination on behalf of patient's ongoing medical care and/or rehabilitation.

#### **Supervision Received:**

Reports to Medical Social Work Team Leader.

#### **Supervision Exercised:**

As assigned.

#### **Essential Functions:**

1. Provides consistently high quality of social work care to patients.
  - Interviews patients and support persons, and performs social work assessment and intervention.
  - Assesses psycho-social needs of the patient.
  - Assesses medical needs as related to the home situation and facilitation of the medical care plan, including alternate living arrangements
  - Provides individual or family counseling to facilitate adjustment to illness/disease process, to include changes in lifestyle or body image perception; coping with long-term or terminal illness; planning for physical care of the patient; problem solving about care issues; family communication issues; emotional disturbances; funeral and/or financial planning.
  - Suggests stress reduction measures.
  - Assists with long range planning for care.
  - Assists in forming/reinforcing family support systems.
  - Identifies noncompliance issues and possible resolutions.
  - Identifies sources of financial assistance.
  - Identifies community resources and entitlements and eligibility requirements.
  - Provides access to community resources and entitlements to meet patient/family needs.
  - Provides access to medical equipment.
  - Confers with other caregivers or IDT members regarding the social work and medical plan of care.
  - Suggests measures to improve safety in home, both personal (i.e. physical injury to self/others) and adaptations to living environment.
2. Provides to Agency accurate and timely documentation of care.

- Meets paperwork deadlines consistently (in chart within 24 hours of visit or other contact).
  - Charting is accurate and legible, and meets regulatory agency and/or pay source requirements.
3. Effectively manages a caseload, as assigned.
    - Upon completing orientation, an adequate caseload is provided to the social worker.
    - Social worker regularly communicates with supervisor regarding caseload status.
  4. Acts as a social work resource to Agency personnel and to the community.
    - Provides guidance to other professionals whose patients need social worker assistance.
    - Provides support to Agency caregivers as needed.
    - Acts as liaison between agencies to facilitate plan of care.
    - Participates in educational programs in the Agency and the community.
  5. Schedules and supervises designated staff; homemaker, personal care providers, and home health aides.
    - If designated, coordinate completion and review of competency checklists on homemaker/personal care providers prior to providing independent patient care.
    - Review and complete competencies on an annual basis.

**Education:** Must have a Medical Social Worker degree from a school of social work accredited by the Council on Social Work Education. A Licensed Clinical Social Worker (LCSW) is preferred.

**Experience:** One year of social work experience in a health care setting.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license
2. TB test upon hire or proof of TB test within the past year.
3. Current CPR certification.
4. Is familiar with and committed to Agency philosophy of care as stated in employee handbook.
5. If designated to supervise Homemakers and Personal Care Providers, complete competency checklists for positions.

**Knowledge:**

1. Thorough knowledge of the techniques and principles of social work.
2. Knowledge of and ability to perform social work intervention techniques.

**Abilities:**

1. Maintains good oral, written and non-verbal communication skills with staff.
2. Ability to analyze and evaluate social case reports, medical and psychiatric social services reports.
3. Ability to advise/instruct other employees/community members regarding human behavior dynamics and community resources.

**Equipment:**

1. Daily use of telephone, copier, and other office equipment, as required.
2. Computer use approximately 12 to 50% of work day, as assigned.
3. Computer printer use, including loading paper, removing and distributing printed reports and changing ink cartridge, as necessary.

**Working Conditions:**

1. Work environment is highly variable, as care is performed in private homes as well as in office setting. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
2. Home visits are performed in all weather conditions.
3. Physical requirements:
  - a. Sitting: 90% of work day
  - b. Standing: 2% of work day
  - c. Reaching: less than 1% of work day
  - d. Lifting: up to 30 pounds for less than 1% of work day
  - e. Stooping: less than 1% of work day
  - f. Carrying computer, charts, forms, etc., weighing up to 30 pounds: 1% of work day
  - g. Walking: 2% of work day
  - h. Climbing stairs: 1% of work day
  - i. Driving: 5 to 25% of work day
3. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_