**United Methodist Homes**

**Job Description**

**Job Title: Social Worker**

**Department:** Social Services

**Reports To:** Director of Social Services

**FLSA Status:** Non-exempt

**Prepared By:** Human Resources

**Summary** Provides psychosocial support to the resident and their family members

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Assist in planning, developing, organizing, implementing, evaluating, and directing the social service programs of this facility.

- Reviews Admission paperwork and addresses advanced directives (Do Not Resuscitate, Health Care Proxy and Living Wills)

- Interview residents/families to obtain social history

- Assist in developing preliminary and comprehensive assessments of the social service needs of each resident

- Develop and maintain a good rapport with all services involved with the care plan to ensure that a team effort is achieved in developing a comprehensive plan of care

- Monitors adjustment to level of care

- Review and revise care plans and assessments as necessary

- Perform administrative requirements, such as completing necessary forms, reports, etc. and submitting such to the Director as required

- Ensure that all charted progress notes are informative and descriptive of the services provided and of the resident’s response to the service

- Review nurses’ notes during the reference period and PRN to determine if the care plan is being followed. Report problem areas to the DONs

- Interpret social, psychological, and emotional needs of the resident/family to the medical staff, attending physician, and other resident care team members

- Coordinates resident internal moves, discharge planning, and referrals

- Provides financial assistance with internal moves such as referrals to social service programs, rep payee information, assistance with insurance issues/claims such as Long Term care or Prescription plans

- Addresses grievances for residents and families (HT & EC)

- Participate in discharge planning; development and implementation of social care plans and resident assessments

- Participates or facilitates groups such as the Alzheimer's Support Group or Resident Council (HT & EC) and Town Hall Meetings (WV)

- Participates in the Quality Assurance program

- Participates in the nursing home Accident and Incident teams and Fall team (HT & EC)

- Review and Discuss Medicare Cut Letters with residents

- Assist with Dining Room duty (HT & EC)

- Other duties as assigned

**Supervisory Responsibilities** This job has no supervisory responsibilities.

**Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Education and/or Experience**

An individual with a minimum of a bachelor’s degree in social work or a bachelor’s degree in a human services field including, but not limited to, sociology, gerontology, special education, rehabilitation counseling, and psychology; and one year of supervised social work experience in a health care setting working directly with individuals.

**Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports or business correspondence. Ability to effectively present information and respond to questions from groups of residents, family members, or employees of organization.

**Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The noise level in the work environment is usually moderate.

**Acknowledgement:** I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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