

# **CASA DE LAS CAMPANAS**

## **JOB DESCRIPTION**

**TITLE:** Health Center Social Worker (BSW)      **DEPARTMENT:** Social Services

**REPORTS TO:** Director, Social Services      **GRADE:** 9      **DATE:** June 2007

### **JOB SUMMARY:**

The (BSW) Social Worker shall assist the Lead Social Worker in providing psycho-social support services in the Health Center. The Social Worker will assist residents, their family and staff to understand and cope with the resident's psycho-social needs, related to health and environmental challenges, in accordance with Title 22. The primary responsibility of the social worker is to ensure continuity of care, by participating actively as a member of the interdisciplinary health care team to ensure proper discharge follow-up.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** including the following (other duties maybe assigned):

- Work with the Social Services team to develop an individualized care plan for each resident based on the assessed needs, which includes goals and interventions with the participation of the multi-disciplinary team, the resident, the family, the Physician and the Director of Nursing.
- Assist in obtaining resident's social history and assess psychological needs within the first seven (7) days of resident's admission to the Health Center.
- Perform timely documentation of the Minimum Data Sets (MDS), Resident Assessment Protocols (RAPS) and Care Plans as required by the Omnibus Budget Reconciliation Act (OBRA) regulations.
- Participate in regularly scheduled care plan conferences.
- Provide casework intervention to facilitate resident and family adjustment on an on-going basis.
- Provide information to the residents and families on available support groups and conduct in-house groups as appropriate.
- Coordinate Family Council meetings, Intergenerational Programs, Topics of Inspiration and other therapeutic groups with the Lead Social Worker.
- Attend daily, weekly and monthly meetings that address the needs of the Health Center and participate in continuing educational meetings under the direction of the Director of Social Services.
- Carry and respond to In Home Care 'On-Call' cell phone to triage calls and ensure continuity of service for IHC residents (on a rotating basis).

- Process and document resident/family requests; assist with resident shopping needs.
- Assist in maintaining the Social Service community resource files
- Assist in facilitating actions to be taken on Concern & Grievance Forms.
- Carry and respond to the IHC cell phone from 5:00 P.M. on Friday afternoon, through 8:00 A.M. on Monday morning one weekend per month.

**EQUIPMENT USED:** Computer, Typewriter, Fax machine, Copier.

**QUALIFICATION REQUIREMENTS:** 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.

**EDUCATION and/or EXPERIENCE:**

Bachelor degree in the field of Social work/Psychology with good writing and verbal communication skills. A minimum of two years experience working with geriatric residents in Long Term setting. Knowledge of OBRA regulations. Case Management Certification and/or experience.

**LANGUAGE SKILLS:**

Must speak and understand English as there is daily contact with residents, some of whom have severe hearing deficits.

**MATHEMATICAL SKILLS:**

N/A

**REASONING ABILITY:**

Ability to think logically and be very persuasive when working with residents and family members in order to reach positive outcomes. Good judgment needed to problem solve and document properly.

**PHYSICAL DEMANDS:** This job does at time as required the stamina to endure emotional stress in the process of handling crisis situations connected with change, loss and adjustment. As a professional member of the Interdisciplinary Team, monitoring, assessing and intervening is a daily requirement.

**WORK ENVIRONMENT:** Both office and resident room environment; normal levels; average temperature; no extreme conditions.

**NUMBER OF PEOPLE SUPERVISED (under regular control): 0**