



HOSPICE OF ST. FRANCIS, INC JOB DESCRIPTION

JOB TITLE: Social Worker
EFFECTIVE: 1/95
APPROVED: CEO/President

DEPARTMENT: Social Work
REVIEWED/REVISED: October 2018

JOB SUMMARY:

Under the general direction of the Clinical Manager, the Social Worker position is responsible for identifying the psychosocial needs, goals and interventions of patients/families. In cooperation with the Interdisciplinary Team, a range of services may be provided including, but not limited to: assessment, counseling, advocacy, education, resource and referral services, and discharge planning.

REPORTS TO: Clinical Manager

DIRECTLY SUPERVISES: None

EDUCATION AND/OR TRAINING REQUIRED:

Master's Degree in Social Work from a CSWE accredited school. Bachelor's education may be in a related field such as counseling, psychology, sociology, gerontology.

CERTIFICATIONS/LICENSES REQUIRED: Valid Florida Driver's License

EXPERIENCE/SPECIFIC SKILLS AND ABILITIES REQUIRED:

Ability to work flexible hours. Experience in counseling and/or work with aging. Must be able to work independently and in an interdisciplinary environment.

PHYSICAL REQUIREMENTS:

Able to access patient homes and meeting locations including those without elevators. Able to work under varying levels of stress. Ability to lift, push, pull twenty **(25)** pounds without difficulty. Good audio and visual acuity. Reliable, insured transportation.

PRIMARY RESPONSIBILITIES:

1. Reports changes in POC or patient status to RNCM.
2. Assesses psychosocial, financial and spiritual needs.
3. Develops and implements individualized care plans.
4. Performs ongoing psychosocial assessments
5. Provides education and counseling to patients/families.
6. Advocates for patients/families as needed.
7. Assesses for Medicaid eligibility; completes Medicaid application as needed
8. Ensures agency, state and federal standards are met.

9. Participates in on call rotation which may include providing a supportive presence to patients on crisis care and coverage for Social Worker needs.
10. Attends Interdisciplinary Team meetings and collaborate with team.
11. Creates patient specific plan of care.
12. Provides information about hospice to prospective patients and their families.
13. Follows established hospice policies and procedures, health and safety guidelines
14. Assists bereavement coordinator as needed (assessments, support groups, community outreach, memorial service).
15. Orients new staff members.
16. Assists Volunteer Coordinator with patient specific needs (pet therapy, pinnings and birthdays).

SECONDARY RESPONSIBILITIES:

Every incidental duty connected with the Social Worker position cannot be specified in the job description and the employee may be required to perform duties that are not included in this job description.

COMPLIANCE:

Exhibits knowledge of organizational policies, and state and federal laws and regulations consistent with duties and responsibilities. Demonstrates high ethical standards and compliance with organizational standards.

QUALITY:

Actively participates in the Quality Assessment Performance Improvement program by identifying opportunities for improvement and by participating in performance improvement activities. Demonstrates the ability to apply customer service techniques to facilitate improved outcomes with internal and external customers.

MACHINES, EQUIPMENT, TOOLS USED:

Routine office equipment including computer, fax, cellular phone, copier, pager.

JOB HAZARDS/RISKS:

Risk Level II – Minimal exposure to blood borne pathogens or other potentially infectious materials; variable exposure to non-medical hazards such as cleaning products, office chemicals or bleach; frequent exposure to the elements; possible smoke and animals (pets) in homes of patients.

ORIENTATION:

Position requires two weeks orientation to the agency including home visits with personnel from other disciplines. Orientation period continues for 90 days with oversight by supervisory personnel.

STANDARDS OF PERFORMANCE:

1. Demonstrates ability to effectively communicate with staff, patients, families and resources determined through supervisory chart review, interviews with families, review of patient/family evaluation survey.
2. Submits legible, complete and timely documentation which is measured by supervisory chart audits.
3. Displays ability to adapt to changing work environment and be flexible as demonstrated by attendance at wakes, in-services, memorial services, public relations events and willingness to adjust schedule to agency needs.
4. Adheres to policies and procedures of Hospice of St. Francis and follows standards of Medicare Conditions of Participation, Medicaid Hospice Services and Coverage Limitation Handbook, and other recognized standards of practice. Participates in on-going evaluation, education and updating of policies for social work services as needed.
5. Participates in agency and departmental performance improvement by assisting with studies and by abiding by recommendations of outcome.
6. Assess and provide resources for patients and family to maximize entitled benefits of community, federal and state agencies.

EVALUATION OF PERFORMANCE:

After 90 day orientation period and annually thereafter. Competencies will be determined by chart audits, exams and supervision. Competencies are reviewed after the two week orientation period, ninety day probationary period and at the annual evaluation. Interim reviews may be performed as needed.

Hospice of St. Francis provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Hospice of St. Francis complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Hospice of St. Francis expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Hospice of St. Francis' employees to perform their job duties may result in discipline up to and including discharge.

I have read and understand the contents of this job description.

Print Name: _____

Signature: _____

Date: _____