

Cordova Community Medical Center
Job Description
Medical Social Worker

Job Title:	Medical Social Worker	Status:	Full time
Supervisor:	LTC Director of Nursing	Pay Grade:	DOE
Department/Division:	Nursing Department	Classification:	Non-Exempt

POSITION SUMMARY

Works with residents, patients, their families, guardians, physicians, health care professionals and community resources, to provide medically-related social services to attain or maintain the highest practicable physical, mental and psychosocial well-being of each resident or patient. Protect and advocate for the rights of residents and patients and ensure that the quality of care they receive meets all state and federal requirements. Provide admission and discharge planning services focused on continuity of care, resident/patient and family preferences and available resources.

ESSENTIAL RESPONSIBILITIES:

1. Record social work interventions, observations, assessments, and other important data, in the medical record.
2. Maintain an organized, current case file system that reflects the psychosocial needs of the residents and patients and the efforts made to meet those needs.
3. Assist residents, patients and/or representatives with Medicaid applications and qualifications.
4. MDS REQUIREMENTS: Participates in MDS/RAI process for long term care and skilled nursing residents. Provides Minimum Data Set information and Care Area Assessment summaries for designated MDS sections. Honors established MDS/RAI timelines to meet regulatory requirements.
5. Completes social histories for each resident at admission. Ensures that the residents comprehensive care plan and resident daily care plan include interventions that address social services needs.
6. Assist new residents and their families in adjusting to life in the long term care setting,
7. Assess and identify the medically related psychosocial needs of residents and develop a plan of care to meet those needs.
8. Develop at the time of admission and maintain an active discharge plan for each resident at the time of admission if applicable.
9. Lead and organize all aspects of multi-disciplinary care conferences and intra-agency meetings to facilitate treatment, needs assessment, and discharge planning,
10. Arrange for and coordinate the discharge or transfer of appropriate residents or patients to their homes or other community placements, and assure continuity of care.
11. Meet the psychosocial needs of residents and acute patients by providing short-term individual and/or family counseling, crisis intervention services, referral to outside resources and pertinent information as needed or directed.
12. Provide training, consultation, and assistance to facility personnel, as needed or requested.

13. Maintain and enhance professional competence and personal growth through on-going education, in-service training, workshops and seminars.
14. Network with other facilities and social workers throughout the State of Alaska to facilitate admissions to our LTC and Swing Beds.
15. Adhere to the professional guidelines and principles of NASW standards.
16. Implement care/services that recognize age/diversity specific needs/issues of customers served.
17. Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
18. Perform other related duties as assigned

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: Must possess a Masters Degree in Social Work and be licensed in the State of Alaska

EXPERIENCE: Preferred, as a minimum, one (1) year social work experience in a long term care setting or hospital.

REQUIREMENTS: The responsibilities for this position generally require a 40-hour work week. However, additional time may be necessary due to special events, crisis situations and/or unexpected demands of the caseload. Ability to effectively communicate in English, both orally and in writing. Ability to assess psychosocial behavior and medically related resident needs, and develop a meaningful plan of care, appropriate interventions, and effective discharge plans. Ability to effectively communicate with residents, families, other professionals, and the community, in a positive, professional manner. Ability to articulately express in writing, social work interventions, resident assessments, plans of care, and place these in the record in a timely manner as required by facility policy.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
Ability to Pass a DHSS Criminal History Check and Drug Test
Must be current in all immunizations

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Medical Social Worker

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Supervisor Signature

Date

Print Name