



JOB DESCRIPTION
SOCIAL SERVICE WORKER

Reports to: Chief Nursing Officer

QUALIFICATIONS:

Must possess a Bachelor's Degree in Human Service field (minimum) or a Masters Degree in a Human Service field and be eligible for Social Service Work Licensure. Must possess a valid WV Social Worker's License. The Licensed Social Worker must meet the requirements set forth by the State and Federal Regulations. The Licensed Social Worker must have a working knowledge of the theory and practice of Social Services in relation to the care of all age groups. The Social Service Worker must possess good communication skills to work in harmony with administration and the entire health care team, the patient, family, and community resources.

DUTIES:

- Effectively communicate with patient/family and the health care team in a timely manner.
- Effectively conduct and document pre-admission screening referrals with the Patient Coordinator regarding potential patients to the Skilled and Respite Programs.
- Works with Patient Coordinator to assist and conduct process of admission of patient/family to the Swing Bed and documents per requirements; including orientation, contracts, patient rights, etc.
- Actively participates in patient care conferences and invites patient/family participation.
- Participates on Utilization Review Committee.
- Provide individual counseling to patients and families via referrals; i.e., community services.
- Serves on Grievance Committee at direction of Patient Coordinator.
- Attends in-service seminars regarding Social Services (ongoing).
- Assists to coordinate hospital events to promote positive public relations in the community.
- Encourages family involvement in health care efforts.
- Assists as directed in crisis intervention.
- Effectively communicates with all departments to meet total patient needs.

- Effectively maintains ongoing communication with all referral resources and documents the same.
- has working knowledge of all government funded programs related to the elderly; i.e., Social Security, Veterans, Medicare.
- Provides/correlates individual/group counseling to patient/families and employees who have needs regarding death and dying, as directed.
- Maintains proper documentation of social assessment in the Social Service Progress Notes of interventions made to maintain an optimum rehabilitation.
- Serves actively with Patient Coordinator in hospital marketing as directed.
- Maintains communications with all members of health care team regarding psychosocial interventions which relates to patient outcomes.
- Works as a Discharge Planner to assure needs of patients are met, which may include, but not be limited to the following: long term care placement, home health, medical equipment, meal delivery, Medicaid Waiver in-home assistance, etc.

The Social Service Worker needs to possess the ability to work with all ages of patients since all age groups of patients are served at Boone Memorial Hospital.

DAILY TASKS:

The Social Service Worker acts as Discharge Planner with all BMH patients, renders Emergency Department and Crisis Services to patients presenting in the ER, oversees all aspects of Discharge Planning, attends staff meetings, and works with agencies and companies in the community.

PHYSICAL DEMANDS:

Ability to perform various motor skills such as; standing or sitting for long periods of time, walking, lifting (up to 25 pounds) using proper lifting techniques, stair climbing, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.

Employee Signature: _____ **Date:** _____

Updated: TC/9/3/2019