

## **Social Worker Position**

The position of Social Worker is appointed by the Board of Directors in conjunction with the Executive Director. The primary purpose of this job position is to plan, organize, develop, and direct the overall operation of the Social Services in accordance with current federal, state and local standards, guidelines, and regulations, our established policies and procedures, to assure that the medically related emotional, environmental and social needs of the client are met/maintained on an individual basis.

As Director of Social services, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties and report directly to the Executive Director. Salary range is \$65,000-\$75,000 commensurate with experience.

### **JOB FUNCTIONS:**

- Plan, develop, organize, implement, evaluate, and direct the social service position of this facility.
- Assist in the development, administering, and coordinating of policies and procedures of the DaVinci Center through the permission of the Board of Directors and Executive Director.
- Keep abreast of current federal and state regulations, as well as professional standards, and make recommendations on changes and procedures to the Board of Directors and Executive Director.
- Review social service policies and procedures, at least annually, and participate in making recommended changes in-line with the DaVinci Center mission statement.
- Develop and implement policies and procedures for the medically related social, environmental and emotional needs of the client.
- Interview client/families as necessary and in a private setting.
- Perform administrative requirements, such as completing necessary forms, reports, etc., and submitting such to the Executive Director as required.
- Involve the client/family in planning social service programs when possible.
- Assist in arranging transportation to other facilities, if possible, when necessary.
- Refer client/families to appropriate social service agencies when the facility does not provide the services or needs of the client.
- Provide information to client/families as to Medicare/Medicaid, and other financial assistance programs available to the client.
- Provide consultation to members of our staff, community agencies, etc., in efforts to solve the needs and problems of the client through the development of social service programs. Monthly meetings with the staff/Executive Director to discuss any issues or questions regarding client needs.
- Maintain quality working relationships with the medical profession and other health related facilities and organizations.
- Evaluate social and family information and assist in determining plans for social treatment. Provide advice regarding options for social treatment through available Health Care Providers.

- Make written and oral reports/recommendations to the Executive Director concerning the operation of the social service department and to the Executive Director when necessary.
- Assist in standardizing the methods in which work will be accomplished.
- Interpret the department's policies and procedures to employees, clients, visitors, government agencies, etc.
- Keep abreast of economic conditions/situations and recommend to the Executive Director adjustments in social services that assure the continued ability to provide daily social services.
- Review and develop a plan of correction for social service deficiencies noted during survey inspections and provide a written copy of such to the Executive Director.
- Any questions regarding Health Care for client address with the Executive Director.
- Assist in obtaining resources from community social, health, and welfare agencies to meet the needs of the client. Keep abreast of Economic Conditions.

#### PERSONNEL FUNCTIONS:

- Assist in the recruitment, interviewing and selection of social service personnel if necessary.
- Provide written and/or oral reports of the social service programs and activities as required, or as may be directed by the Executive Director.

#### STAFF DEVELOPMENT

- Monthly meeting with staff to confer on upcoming events.
- Provide leadership training that includes the administrative and supervisory principles essential for the social services department.
- Assist support services in developing, implementing, and conducting in-service training programs that relate to the facility department at the discretion of the Executive Director.
- Attend and participate in a continuing educational program designed to keep you abreast of changes in your profession, as well as to maintain your license at a current status if needed according to the work that is being provided to the clients.

#### SAFETY AND SANITATION

- Maintain appropriate dress codes at the discretion of the Executive Director.

#### CARE PLAN AND ASSESSMENT FUNCTIONS:

- Develop preliminary assessments of the social service needs of each client. Maintain case notes for each client that identifies the problems/needs of the client and the goals to be accomplished for each problem/need identified.
- Encourage the client to participate in the development and review of his/her plan of care.
- We assist the client through a depository of social service information.

- 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.
- Encourage families to attend care plans with authorization.

#### MISCELLANEOUS

- Monitor status of department's social service interviews and intervene as necessary.
- Report end-of-year case management statistics to the Executive Director.

#### WORKING CONDITIONS

- Works in office areas, as well as throughout the facility.
- Is subject to frequent interruptions.
- Is involved with clients, personnel, visitors, government agencies/personnel, etc. under all conditions and circumstances.
- Is subject to emotionally upset clients, family members, etc.
- Communicates with staff as needed.
- May be required to work some additional hours.
- Maintains as a liaison with other department supervisors to adequately plan for social services/activities.

#### EDUCATION

Must possess, as a minimum, a Bachelor's Degree in Social Work, Psychology, Sociology, or other Social Services.

#### EXPERIENCE

Must have, as a minimum, two (2) years' experience.

#### SPECIFIC REQUIREMENTS

Must:

- Be able to read, write, speak and understand English with Spanish Bi-Lingual preferred.
- Possess the ability to make independent decisions when circumstances warrant such action.
- Possess the ability to deal tactfully with personnel, clients, family members, visitors, government agencies/personnel, and the general public.
- Possess leadership ability and willingness to work harmoniously with and supervise professional and non-professional personnel.
- Have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle clients based on whatever maturity level at which they are currently functioning, including communicative ability.

- Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must have knowledge of community resources.
- Must be able to relate information concerning client's condition.

Must be able to:

- Speak and write the English language in an understandable manner. Bi-lingual with Spanish speaking/writing is preferred.
- Cope with the mental and emotional stress of the position.
- Function independently and have flexibility, personal integrity, and the ability to work effectively with clients, personnel, and support agencies.
- Be in good general health and demonstrate emotional stability.
- Relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.

All other duties as required.