

Job Title/Position: *Medical Social Worker*

Reports To: *Nursing Supervisor*

JOB DESCRIPTION SUMMARY

The medical social worker is responsible for the implementation of standards of care for medical social work services and as defined by the state Medical Social Work Practice Act.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

1. Assesses the psychosocial status of patients related to the patient's illness and environment and communicates findings to the registered nurse.
2. Carries out social evaluations and plans intervention based on evaluation findings.
3. Maintains clinical records on all patients referred to social work.
4. Prepares clinical and progress notes.
5. Provides information and referral services for organization patients and families/caregivers regarding practical and environmental needs.
6. Provides information to patients or families/caregivers and community agencies.
7. Serves as liaison between patients or families/caregivers and community agencies.
8. Maintains collaborative relationships with organization personnel to support patient care.
9. Maintains and develops contracts with public and private agencies as resources for patient and organization personnel.
10. Participates in the development of the total plan of care and case conferences as required.
11. Assists physician and other team members in understanding significant social and emotional factors related to health problems.
12. Participates in discharge planning.
13. Participates in orientation, in-service programs, staff meetings, case conferences, QAPI, and Emergency Preparedness Training.
14. Other duties as delegated by the Clinical Director/Supervisor.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job related tasks other than those stated in this description.

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POSITION QUALIFICATIONS

1. Graduate of a master's program in social work accredited by the Council on Social Work Education.
2. Licensure by the state of Michigan.
3. Minimum of one (1) year's experience in health care.
4. Experience in a home health care preferred.
5. Demonstrates good verbal and written communication, and organization skills.
6. Possesses and maintains current CPR certification.
7. Licensed driver with automobile that is in good working order and insured in accordance with the organization requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.

Employee will be required to drive daily for meetings and/or visits to residential homes. Employee will work in varied residential environments based on assigned caseload.

Employee Signature

Date