

Hospice of Southern Maine

Position Description

Title:	Social Worker	Reports to:	Social Services Manager
Primary Location:	Gosnell Memorial Hospice House	FLSA Class:	Non-Exempt
Supervises:	None	Effective Date:	10/2018

Position Summary:

The Social Worker is responsible to provide quality, cost effective social work care in a competent holistic manner for a designated group of patients in hospice house, through assessment, planning, implementation and evaluation of social work care, to empower patients and families at end-of-life to achieve maximum levels of comfort and independence.

Qualifications:

1. **Education:** Master of Social Work (MSW) degree from a school of social work accredited by the Council on Social Work Education.
2. **Experience:** Has 1 year of social work experience in a healthcare setting or has a baccalaureate degree from a school of social work accredited by the council on Social Work Education, is employed by HSM before December 2, 2008, and is not required to be supervised by a MSW.
3. **License/Certification:** Licensed by the State of Maine at the LMSW or LCSW level. BLS certification or the ability to obtain certification within the first 90 days of employment required. Certification must be kept active during the course of employment.

Essential Duties & Responsibilities:

1. Provides information to external customers and to prospective patients and families regarding hospice services and hospice house eligibility; including tours of facility. Assists patient/family to complete necessary paperwork for admission.
2. Assesses the social and emotional factors related to the patient's illness, needs for care, response to treatment and adjustment to care. Provides counseling services that are required by the patient and patient's family when they are reasonable and necessary to treat the patient's illness or injury.
3. Assesses the relationship of the patient's needs related to the patient's current situation, financial resources and availability of community resources. Takes appropriate action to obtain available community resources to assist in resolving the patient's problem; including discharge planning and burial assistance.
4. Documents individual treatment plan, identifies problems, goals, and interventions with regular updates per policy.
5. Promotes teamwork by participating actively and appropriately as a member of an interdisciplinary team. Shares essential patient information with all members to coordinate care.
6. Documentation is complete, legible, clearly reflects services provided and is completed by the end of assigned shift.
7. Makes appropriate referrals for other discipline services to meet patient care needs in a timely manner. Coordinates care of patients with a variety of disciplines and community resources, both internal and external in a fiscally responsible manner
8. Recognizes, addresses and documents changes in patient status and patient related problems; informs supervisor of these concerns in a timely manner.
9. Understands how psychosocial processes of illness and associated complications relate to the patient and family as the unit of care.
10. Updates social work skills and knowledge of reimbursement guidelines by attending in services, peer review meetings, and clinical supervision workshops.

11. Utilizes appropriate resources to maintain knowledge and skills for hospice care in all settings including regulatory/reimbursement guidelines and integrates into practice.
12. Acts as back up to nurses and nursing assistants to ensure that call bells and safety alerts are answered in a timely fashion.
13. Utilizes basic computer skills to document in an electronic medical record.

Other Job Functions:

The following is a list of responsibilities of this position, but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Works with diverse social and economic situations without imposing own values on patient or family maintains appropriate professional boundaries.
2. Demonstrates a caring and sensitive attitude towards customers and co-workers
3. Carries out duties and responsibilities of position in a manner that exemplifies excellent customer service.
4. Assesses, evaluates and responds to patient situations quickly. Administers emergency care as needed.
5. Assists with orientation of new staff as assigned.
6. Shares expertise with others through inservice and collaboration.
7. Represents HSM to the community in a positive manner.
8. Demonstrates effective listening skills when communicating with others.
9. Meets standards for continuing education hours.
10. Participates in Interdisciplinary Team (IDT), case conferences, staff meetings, and quality improvement program activities.
11. Offers suggestions to improve policies, procedures, and services in appropriate manner and time.
12. Utilizes proper body mechanics and safe working techniques.
13. Provides a safe environment for patients, guests, visitors and employees. Reports unsafe environments/practices to supervisor in a timely manner.
14. Demonstrates knowledge and support of agency's safety and OSHA policies.
15. Demonstrates use of safety judgment on a case-by-case basis.
16. Reports patient and employee incidents according to Agency protocols.
17. Participates in department and Agency projects and committees as needed.
18. Demonstrates flexibility, versatility and a positive attitude in integrating additional duties.
19. Attends mandatory meetings and inservices, unless excused in advance by Supervisor.
20. Enhances social work skills and knowledge by attending inservices, peer review meetings, clinical supervision and related workshops, seminars and community presentations.
21. Portrays a positive attitude towards the Agency by supporting its mission, vision, values, policies and procedures.
22. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.
23. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
24. Adheres to all Agency, State, and Federal policies and procedures, laws, and regulations which are relevant to job responsibilities

Required Skills, Abilities & Knowledge:

1. Ability to work independently, while collaborating with other team members.
2. Broad-based knowledge of medical diagnoses, family dynamics, and psychosocial issues.
3. Ability to work with diverse populations and sociocultural situations
4. Ability to work with patients/families of all ages.
5. Ability to work with the changing needs of patients with medical/surgical and psychiatric illness of an acute or chronic nature.
6. Ability to evaluate a situation quickly and respond appropriately.
7. Ability to adapt to changing patient or Agency priorities.
8. Good written and verbal communication skills.
9. Ability to self-motivate.
10. Good organizational skills.
11. Ability to prioritize.
12. Ability to deal effectively with stress.
13. Ability to utilize an electronic medical record.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb	X		
Reach		X	
Stoop or bend		X	
Crouch	X		
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature		X	
Exposure to blood borne pathogens and infectious disease		X	
Exposure to hazardous materials	X		
Repetitive Motion		X	

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arms reach.
2. Must be able to see to drive, complete appropriate documentation, and assess patient condition and function.

Mental Requirements:

1. Requires the ability to plan and perform a wide variety of duties requiring extensive knowledge of policies and procedures. Requires considerable judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee's Signature _____ **Date** _____