

**BAY COUNTY MEDICAL CARE FACILITY**

**JOB DESCRIPTION**

**DATE:** 8.26.20

F.L.S.A.Class: Non-Exempt

**JOB TITLE:** SOCIAL WORKER

**REPORTS TO:** SOCIAL SERVICES DIRECTOR

**JOB SUMMARY:**

Under the general direction of the Social Services Director, participates in providing a full range of social services designed to meet the needs of the residents. Serves as a resident advocate to assure residents' rights are respected.

<b>WAGE SCALE:</b>	Starting Wage:	\$20.00
	6 months:	\$21.00
	1 year:	\$22.00

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Conducts initial, quarterly, annual, change of status and discharge assessments on each resident and maintains related documentation including MDS, problem identification CAAs and plans of care. Conducts mental assessments, geriatric depression assessments, AIMS test, risk assessments.
2. Provides support to and counsels residents and families who are exhibiting problems due to emotional, social, financial, or similar distress. Acts as a resident advocate to assure resident rights are respected.
3. Maintains 3877-3878 OBRA forms for all residents annually and with any change in condition.
4. Attends resident care conferences, Interdisciplinary team meetings, Behavior Management and other committee meetings as a representative of the department as required.
5. Coordinates the Behavior Management Program with the Social Services Director. Duties include monitoring residents on psychotropic medications and/or residents with behavior problems, completing required paperwork and bringing issues and recommended changes in treatment to the Behavior Management Committee as appropriate.
6. Communicates with family members of residents who exhibit behavior problems. Inform of medication changes and possible side effects.
7. Maintains behavior tracking sheets on all residents who present with behavior problems, or are prescribed anti-psychotic medications.
8. Assists residents and families with hospice referrals. Integrates Hospice social service and pastoral services and Facility care plans. Completes Discharge Recapitulation of Stay.

9. Maintains list of residents requesting room changes/private rooms. Informs residents and families when room is available.
10. Assists residents and families with complaints and assists with resolution of complaints.
11. Is knowledgeable of Resident Rights and ensures resident privacy and dignity and helps ensure a safe, secure environment for all residents.
12. Completes annual Inservice training requirements, maintains acceptable attendance, and dresses in accordance with Dress Code Policy.
13. Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste and fraud.
14. Maintains confidentiality of all data, including resident, employee and Facility information.
15. Participates in Abaqis and QAPI training and completes resident and family questionnaires. Works as part of a team to complete stage II of process.
16. Petitions for guardianship/conservator as needed and attends court hearing regarding matter.
17. Scan in and attach all pertinent paperwork in to MATRIX computer system.
18. Investigates and completes aggressive/combatative events.
19. Performs other duties as assigned.

#### **JOB QUALIFICATIONS:**

1. The job requires knowledge normally acquired through the completion of a Bachelor's Degree in social work or related field. Appropriate licensure required.
2. One to two years of social work experience in a long-term care or healthcare setting, including working with the geriatric population.
3. Valid, unrestricted drivers license
4. Interpersonal skills necessary to work productively with all levels of healthcare personnel, effectively communicate with residents, families, and general public, filing and organizational skills.
5. Physical ability to sit in one position for extended periods of time.

#### **WORKING CONDITIONS:**

1. Work is in a normal office environment, with time spent occasionally in a resident care environment with minimal exposure to communicable diseases when using universal precaution methods.
2. Extended work day (beyond 8 hours/day) may be occasionally required.

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The Facility will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and 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 a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have received, read and understand the above Job Description and Description of Physical Demands.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE