

Richland County Position Description

Name:	Department: Social Services-Pine Valley
Position Title: Social Worker	Pay Grade: FLSA:
Date:	Reports To: Administrator

Purpose of Position

The purpose of this position is to provide and supervise psychosocial and social services for the residents of Pine Valley Healthcare and Rehab.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides and explains resident rights and available services to residents and residents families Maintains contact with families regarding resident needs. Coordinates family conferences.

Assesses residents and psychosocial needs on admission and prepares plan. Prepares required documents, forms, requests to meet needs.

Implements social services plan and documents as required.

Coordinates and plans resident discharge, including any support services required and transfers to other facilities.

Develop, monitors and coordinates active treatment if required.

Coordinates room changes if required.

Prepares MDS assessments.

Prepares Social Service department policies and procedures.

Prepares and conducts in-service training regarding social services for Pine Valley Staff.

Attends and participates in Department Head, Quality Assurance and other meetings. Participates in on-going training. Maintains knowledge of current social service/psychosocial services and techniques available to residents.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors' degree in social work, human services with one year experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.

Ability to counsel, treat and mediate, which may include providing first line supervision. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.

Ability to utilize advisory data and information such as nursing home procedures, transfer/discharge audits, psychological and social service assessments, guardianship and protective placement guidelines, non-routine correspondence medical charts, and laws.

Ability to communicate effectively with residents, residents families, nursing home professional and clerical staff, residents' guardians, attorneys, County Social Services and Community Programs personnel, hospitals.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning ability.

Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Ability to use functional reasoning development in performing conceptual functions.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects.

Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to operate office equipment, telephone, typewriter, photocopier etc.

Ability to recognize individual characteristics of forms, sounds, associated with objects, materials and ingredients.

Environmental Adaptability

Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.