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**ALBRIGHT  
LIFE CENTER**

*Let Your Life Shine*

ALBRIGHT CARE-SERVICES  
*Celebrating 100 Years \* 1916 - 2016*

<b>POSITION</b> 6-4(16)
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**JUNE 9, 2016**

**TITLE:** Medical Social Worker

**DEPARTMENT:** Social Services

**SUPERVISOR:** Assoc. Dir of LIFE Programs & Operations

**SHIFT:** 8:00am – 3:30pm

Part time 32 hour/week

**LOCATION:** LIFE Lancaster

**BRIEF DESCRIPTION:** Responsible for promoting and maintaining the health of individuals in the LIFE community through coordination, counseling, intervention and appropriate preventive services. Responsible for assessment of participant needs and contributing to the plan for care for individuals and families. Maintains departmental records and supervises all activities of the Social Work Department. Provides casework services to participants and assists with the admission process.

**PRIMARY RESPONSIBILITIES:**

- Embraces the team concept and interdisciplinary care in the LIFE Program environment. Participates as an active member of the interdisciplinary team, determining the social service goals of the care plan; monitoring the participant's progress toward goals; documenting in the medical record in accordance with LIFE procedures; and, working closely with the Associate Director of LIFE Programs & Operations and Director of Clinical Operations and Quality Services to monitor key benchmarks for social services.
- As a member of the Multidisciplinary Team, performs an initial comprehensive assessment with all new participants within the first week of program enrollment; identifies the need for social work planning and intervention, and includes the participant and family members in the development and provision of an ongoing plan of care, integrating the Social Work treatment plan into the overall Plan of Care developed by the Multidisciplinary Team; maintains communication with other team members to discuss progress and coordinate care efforts and ensures appropriate documentation of communication and coordination is included in medical record.
- Performs reassessments at regular intervals and when significant changes in condition occur.
- Responsible for issuing grievance, service request, and appeal communications in accordance with Albright's policy, and maintaining accurate records of such communications.
- Assists participant and family with needs related to social supports, financial support or counseling, housing appropriateness, psychological supports, and initiates and completes plan to resolve problems and conflicts.

**QUALIFICATIONS:**

- Master's Degree in Social Work from an accredited school of social work.
- Social work experience in a hospital, long term care, or community setting and one year of experience working with a frail or elderly population.
- Ability to communicate effectively with people from various socio-cultural backgrounds; participants, family members, staff and community members. Possess a genuine interest in working with older persons and their families. Demonstrated interviewing and counseling ability. Ability to talk, listen, and write in order to maintain case records and conduct interviews. Ability to deal with crisis situations in a calm, professional manner.
- Proven supervisory skills with the ability to effectively manage work and effectively supervise and manage the work of others. Proven organizational, time management, and planning skills are necessary along with the ability to work effectively independently and as a team member. Ability to maintain accurate records, files, and waiting lists.
- Must possess a valid PA driver's license and be willing to travel and work flexible hours as needed.

**PHYSICAL DEMANDS:**

- Works inside, around and with others in a well-lighted and ventilated office setting.
- Occasional lifting up to 25 pounds.
- Sits 50%, walks 25%, and stands 25%.