ALBRIGHT LIFE CENTER

Living Independently for Elders

POSITION 8-4(17)

APRIL 4, 2017

TITLE: Medical Social Worker **DEPARTMENT:** Social Services

SUPERVISOR: Assoc. Dir. of LIFE Programs **SHIFT:** 8:00am – 4:30pm
Full time 40 hours/week

LOCATION: LIFE Lebanon

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/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 participant's progress toward goals; documenting in the medical record in accordance with LIFE procedures; working closely with the Associate Dir. of LIFE Programs & Operations and Dir. of Clinical Operations and Quality Services to monitor key benchmarks .
- 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.
- Maintains current knowledge of community resources and new regulations regarding eligibility for community assistance; continues professional development through attendance at staff meetings and engaging in educational opportunities to maintain professional competence and licensure.
- Travels between the center/participant location during scheduled hours; ability to work varying shifts, including weekends.

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.
- Effective clinical problem solving skills (e.g., identify and prioritize issues in a timely and responsive manner, develop sound and innovative action plans, execute action plans on a timely basis and ensure appropriate results are obtained).

PHYSICAL DEMANDS:

- Occasional lifting up to 25 pounds.
- Sits 50%, walks 25%, and stands 25%.