

POSITION TITLE: SOCIAL WORKER

DEPARTMENT: Social Services

REPORTS TO: Director of Social Services/Administrator

POSITION SUMMARY:

This position is responsible for planning and administering social service programs within the facility, in conjunction with the Director of Social Services. He/she assists in developing Park Crescent policies regarding participation in community planning for health and welfare services. The Social Worker plans and assists in research projects and coordinates or assists with the discharge planning and coordination of community resources.

RESPONSIBILITIES/ACCOUNTABILITIES

- 1 Assists with planning and implementing a comprehensive social services program which provides for counseling and other support services for residents and families in the facility;
- 2 Identifies medical-related social needs of residents, provides appropriate services to meet the individual, as well as collective needs of residents, and maintains records relating to the residents' social work needs and care;
- 3 Consults with the Director of Social Services and other department heads regarding interdisciplinary issues, as well as maintenance of appropriate records;
- 4 Works directly with residents and families experiencing personal and environmental difficulties or concerns related to the resident's physical or emotional condition;
- 5 Promotes the preservation of the resident's physical and mental health and to prevent the occurrence or progression of personal and social problems;
- 6 Maintains a written record of the frequency and nature of the social service consultation and services provided or obtained;
- 7 Evaluates each resident's social needs then formulates the plan for providing care and records the plan in the resident's medical record. Periodically re-evaluates in conjunction with the resident's total plan of care;
- 8 Plans and implements family meetings (upon admission, and every 3 months thereafter) to provide a forum for ongoing discussions between resident/family and treatment team with a primary focus of discharge planning;
- 9 Collects pertinent social data upon admission of each resident and places it in the medical record, including information about the personal and family problems related to the resident's illness and care, support network, actions taken to meet the resident's individual needs and eventual discharge to an appropriate level of care based on functional capacity. Pertinent social data shall be made available to the attending physician and other appropriate staff members;
- 10 Acts as a liaison between residents, families, outside agencies, and the facility Administrator to ensure that the resident's rights are maintained;
- 11 Functions in a manner that adheres to all policies/procedures of the facility, as a representative of the Park Crescent administration;
- 12 Documents and prepares any reports requested by the administration; also counsels and provides assistance when change in financial status occurs for residents in the Park Crescent;

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- 13 Coordinates discharge planning and assists with the creation of an organized discharge plan on all residents;
- 14 Concerns his/herself with the safety of all facility residents in order to minimize the potential for fire and accidents. Also, ensures that the facility adheres to legal, safety, health, fire and sanitation codes by being familiar with his/her role in carrying out the facilities fire, safety and disaster plans and by being familiar with current MSDS;
- 15 Ensures that residents and families receive the highest quality of service in a caring and compassionate atmosphere which recognizes the individuals' needs and rights;
- 16 Performs other duties as requested.

SPECIFIC EDUCATIONAL/VOCATIONAL REQUIREMENTS:

- 1 Bachelor's degree in Social Work or a bachelor's degree in a human services field including, but not limited to, Sociology, Special Education, Rehabilitation Counseling and Psychology.
- 2 Any certifications required by New Jersey State regulations.
- 3 Knowledge of family assessment and interventions is preferred.

ESSENTIAL JOB FUNCTIONS:

1 **Physical Demands:** (Answer yes or no)

Reaching (overhead)	yes
Handling	yes
Fingering	yes
Feeling	yes
Talking or hearing	yes
Seeing	yes

(Answer: 0-33% - Rarely/ 34-66% - Occasionally/ 67-100% - Frequently)

Standing	34-66%
Walking	34-66%
Sitting	34-66%

(Specify amount of weight in pounds)

Pulling	40
Lifting	40
Carrying	40
Pushing	40

(Answer yes or no)

Climbing (stairs)	yes
Balancing	yes
Stooping	yes
Kneeling	yes
Crouching	yes
Crawling	yes
Twisting	yes

2 **Location of Job Activities:** (Answer in %)

Outside 10%

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	Inside	90%
3 Environmental Conditions: (Answer yes or no)		
Extreme heat with or without temperature changes		no
Extreme cold with or without temperature changes		no
Wet or humid		no
Noise and/or vibrations		no
Hazards (chemical, mechanical, radiant energy)		no
Explosives, burns, electrical, other		no
Atmospheric conditions -		
Fumes, poor ventilation, mists, dust, odors, gas		no
Unprotected heights		no
Moving machinery		no
Operating automotive equipment		no
Operating foot controls		no
Uneven ground		no
Protective clothing (list)		no
(Gowns, masks, gloves in accordance with policy)		
4 Work Situations: (Answer yes or no)		
Measurable or verifiable criteria		yes
Dealing with people		yes
Repetitive and continuous		yes
Performing under stress		yes
Set limits, tolerance or standards		yes
Problem solving		yes
Comparing		yes
Taking instructions		yes

JOB SKILLS:

- 1 Excellent interpersonal skills.
- 2 Highly developed written and verbal communication skills.
- 3 Knowledge of all governmental regulations relating to the Social Service Department.
- 4 Ability to work independently, problem solves and makes decisions as necessary.
- 5 Ability to positively interact with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- 6 Provide annual verification of negative TB skin test.

PERFORMS RELATED DUTIES:

- 1 Interacts with residents, families, visitors and employees.
- 2 Carries out other tasks as requested in situations where hands-on intervention/participation may be required.

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Job Description Acknowledgment

JOB DESCRIPTION

I understand the **Social Worker** job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes, an employment agreement and that I am an at-will employee.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____