



POSITION DESCRIPTION Social Worker

POSITION SUMMARY:

Responsible for providing high quality patient care, displaying good skills in psychosocial assessment, psych diagnosis, treatment planning, group treatment, individual treatment, family treatment and discharge planning. Functions well as a member of a multidisciplinary team and participate in maintaining good community relations.

POSITION DESCRIPTION – Social Worker
STANDARD
Environment of Care: Demonstrates knowledge and practice of:
1. Safety - Department specific and hospital wide safety risks 2. Security – Processes for minimizing security risks 3. Haz Mat/Waste - Procedures for spills/MSDS 4. Emergency Preparedness – Role in emergency codes 5. Fire Safety – Role/response in Code Red actual/drill 6. Med Equipment – Safe operation of equipment (see specific list) user error education 7. Utility Systems – Emergency procedures for utility failures
Infection Control: Demonstrates knowledge and practice of:
8. Department specific policies and procedures 9. Hospital-wide policies and procedures 10. Location/use of personal protective equipment 11. CDC Hand Washing Guidelines
Performance Improvement: Demonstrates knowledge of:
12. Hospital-wide approach to Performance Improvement 13. How department is involved in hospital-wide PI program
Patient Rights: Demonstrates knowledge and practice of:
14. Patient Rights and Responsibilities 15. Confidentiality Policy – HIPAA 16. Ethical Issue Resolution 17. Organizational Ethics Policy 18. Restraint Policy & procedure, alternatives to restraints
Risk Management: Demonstrates knowledge and practice of:
19. Occurrence Reporting 20. Identify and report a sentinel event 21. Sexual Abuse/Allegation Reporting 22. Root Cause Analysis/FEMA
Certifications
23. BLS card Exp date:
24. Social Work license Exp date:
Patient Safety
25. Non-punitive medical/healthcare reporting 26. National patient safety goals <ul style="list-style-type: none"> ▪ Accuracy of patient identification using patient's name and birth date 27. Fall prevention measures 28. Recognize and Referral if suspected abuse or neglect

STANDARD

- 29. Appropriate equipment selected and instruction for home care or other referral
- 30. Sentinel events alert
 - Inpatient suicide
 - Infant abduction
 - Fall prevention measures
 - Restraints

Department Core Competencies

- 31. Identify cultural and religious needs, emotional and language barriers, physical, cognitive, psychological and education limitations.
- 32. Serve as an advocate for patients, families and significant others in regard to discharge planning decisions
- 33. Demonstrate responsibility and accountability in performance of psycho-social assessment and reassessment and the development and implementation of the patient's discharge plan.
- 34. Assess patient/family financial resources and make appropriate referrals to community resources
- 35. Recognize and report signs and symptoms of abuse, neglect and/or exploitation
- 36. Prioritize patient discharge planning needs and/or problems and make interventions based on accurate patient/family assessments, utilizing available resources.
- 37. Observe and report patient responses to pain management plan to the nurse for intervention
- 38. Demonstrate knowledge of the patient's specific psychological, social, environmental and cultural condition with impact on the patient's response to care.
- 39. Evaluate patient/family response to interventions and communicates to physician and members of care team. Implement necessary changes to the discharge plan in collaboration with patient/family/caregiver, physician and other Members of the healthcare team
- 40. Integrate psychosocial factors affecting the patient/family/caregiver ability to assimilate instructions into the discharge plan
- 41. Provide ongoing liaison with community agencies. sub acute, skilled and long term care facilities and other healthcare Facilities
- 42. Ensure that appropriate patient care and clinical information is exchanged when the patient is admitted, referred, transferred, or discharged
- 43. Provide timely and accurate communication of patient information with all members of the health care team.
- 44. Demonstrate the ability to facilitate psychotherapy groups
- 45. Demonstrates understanding of the Baker and Marchman Acts
- 46. Demonstrates ability to facilitate psychotherapy groups
- 47. Understanding of legal issues involved in incompetency and guardianship
- 48. Patient inspection policy/disposition of illegal substances
- 49. Restriction policy on communication
- 50. Understanding of suicide and homicide policy and procedure
- 51. Demonstrates proper completion of psychiatric treatment plan
- 52. Understanding of diagnoses as per DSM-IV
- 53. Demonstrates understanding and proper documentation of crisis intervention
- 54. understanding of and documents use of behavior management

Age Specific Competencies

Knowledge

- 55. Demonstrate knowledge of growth and development
- 56. Criteria to identify victims of abuse and neglect

Skills

- 57. Performs age specific psychosocial assessments
- 58. Makes appropriate age specific referrals for home care/community agencies
- 59. Demonstrate age appropriate communication skills
- 60. Assesses age specific safety issues for psychiatric patient
- 61. Assists in age specific psychiatric/medical data collection for multidisciplinary psychiatric/medical assessments
- 62. Provides age specific training and discharge planning and involves family/significant others
- 63. Ability to appropriately interpret patient data and responses to treatment/medication

Service Standards

- 64. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
- 65. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 66. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

STANDARD
67. Gives all customers their full attention and treats them with dignity, respect and understanding.
68. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
69. Safeguards patient confidentiality in all forms of communication.
70. Works effectively with others toward achieving common goals including morale and teamwork.
71. Interacts compassionately and in a timely manner with all customers.
Equipment – Demonstrate Safe and Effective Use
72. Computer/printer
73. Fax
74. Copier

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Social Worker

Department: Patient Care Services

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- Degree –BSW or MSW
- 4 year/Bachelor's Degree
- Post Graduate Degree preferred
- License/Certification – current license in state of practice
- Knowledge of state, federal, JCAHO regulations
- Medical terminology

EXPERIENCE

- Two years social work or counseling
- One year acute care hospital
- One year chemical dependency, mental health, eating disorders, or other psychiatric
- Working knowledge of neurophysiology
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 2 hour(s) per day
- Sit for 6 hour(s) per day
- Walk for 1 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 1 Climbing
- 2 Bending
- 1 Crouching
- 1 Squatting
- 1 Crawling
- 1 Kneeling
- 1 Balancing
- 1 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 2 Twisting at waist
- 1 Push/pull (up to 25 lbs.)
- 2 Lift/carry (up to 10 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date