

JOB DESCRIPTION: MEDICAL SOCIAL WORKER

Job Summary:

The medical social worker is a qualified, licensed, professional person who provides medical social services to patients in the home with the physician's orders and under the supervision of the Director of Nursing or appropriate supervisor.

Qualifications: (preferred unless required by law)

- Graduate of a school of social work approved by the Council of Social Work Education with a master's degree.
- One year of experience in a medical facility (hospital, clinic, rehabilitation center, etc.) where the team approach to treatment is utilized.
- ACSW certification or be in the process of acquiring certification is preferred, but not required.
- Licensure by the state

Responsibilities:

- Provides rehabilitative and supportive casework geared toward restoring patients to their optimum level of social and health adjustment. This includes assisting patients and their families in understanding, accepting, and following medical recommendations.
- Helps patients utilize the resources of their families and the community. This may be accomplished by either referring the patients to resources, or acting as an advocate on behalf of the patients in their dealings with other health and welfare agencies.
- Assists patients and their families with personal and environmental difficulties, which predispose them toward illness or interfere with obtaining maximum benefits from medical care. These range from counseling members of the patient's family to assisting patients with admission to a nursing home.
- Consults with the physician and other members of the health team for the purpose of assisting them to understand significant social, emotional, and environmental factors related to the patient's health problems.
- Prepares clinical/progress notes on the day of the visit and incorporates same in the clinical record weekly; provides summaries and re-evaluations if indicated.
- Attends case conferences.
- Participates in staff development and revision of the physician's plan of treatment.
- Participates in staff development activities and in-service education.
- Assists in the development and revision of the physician's plan of treatment.
- Supervises the social work assistant as required.
- Participates in discharge planning and in-service programs.
- Acts as a consultant to other agency personnel.
- Communicates effectively with all providing care.

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- Confirms, on a weekly basis, the scheduling of visits with the Case Manager/DCS to coordinate necessary visits with other personnel.
- Notifies office staff and supervisor of absences due to illness, emergency leave, planned vacations, or special professional meetings which affect agreed services with the company.

Organizational Requirements:

- The MSW/social worker reports to the social work director and/or the Clinical Director.

Special Requirements:

- Must have a car with required insurance coverage and a State driver's license.

Functional Abilities:

- Must be able to read 12-point type or larger.
- Must be able to hear and speak in a manner understood by most people.
- Must be able to travel to prospective patients' residences.

Employee Name: _____

Employee Signature: _____ Date: _____