

CRATER COMMUNITY HOSPICE, INC.

POSITION DESCRIPTION

TITLE: Hospice Social Worker
REPORTS TO: Director of Clinical Services FLSA: EXEMPT

I. PRIMARY FUNCTION/GENERAL PURPOSE OF POSITION:

As a member of the interdisciplinary team, works under the general direction of the Director of Clinical Services (DOCS) in the coordination of social services to help meet patient/ family social, emotional and economic needs in relation to the impact of a terminal illness. Plans care to maximize the social function of each patient and the coping capacity of each family.

II. EMPLOYMENT QUALIFICATIONS:

1. Bachelor's degree in social work, sociology, psychology, or rehabilitation counseling from an accredited four year college or university and two years of supervisory experience in a health care delivery system, or a bachelor's degree with major studies in social work, sociology, psychology, or family and child development with at least three years experience in case work or counseling in a health care or social service delivery system. Master's degree in Social Work preferred.
2. Interviewing, listening and assessment skills to evaluate patient and family coping abilities.
3. Interpersonal skills necessary to relate on a continuing basis to the terminally ill and their families, physicians, volunteers, interdisciplinary team members.
4. Knowledge and skill in group dynamics to maintain team cohesiveness and group process.
5. Ability to work in a stressful environment and manage stressful situations on a daily basis.

III. ESSENTIAL JOB FUNCTIONS:

1. Evaluates or assists the attending physician in evaluating the social and emotional needs of the patient and assesses the capacity of home caregivers to cope with the patient's needs in order to develop the plan of care.
2. Develops the patient's plan of care for social services and assists the hospice staff, the patient and the home care provider in understanding the

reasons to accept and follow instructions and recommendations related to the care plan.

3. Delivers social services in accordance with approved plan of care and assists the patient and the home care provider in identifying and utilizing information and services from other community resources.
4. Observes and reports to the attending physician and other hospice staff involved in the patient's care, at least every 60 days, the patient's physical, emotional, or financial condition or plan of care.
5. Documents all contacts in progress notes and incorporates into the medical records within 7 days.
6. Provides or participates in staff training programs.
7. In conjunction with primary nurse, develops or participates in the development of a discharge plan when the patient is transferred to another agency or service or when the patient is discharged.
8. Acts as a consultant to hospice staff.
9. Participates in the hospice's quality assurance reviews and evaluation of social services.
10. Provides psychosocial assessment, planning, intervention and evaluation.
11. Prepares material for newsletter and other publications.
12. Prepares written policies and procedures for qualifications, job functions and reporting requirements of social work staff.
13. Provide counseling services to the patient/family experiencing emotional, social or economic conflict.
14. Assess patient/family social and emotional factors in order to estimate their capacity and potential to cope with the terminal illness and death.
15. Assist patient, family and staff in utilizing community resources.
16. Assess patient/family ability to meet financial obligations and offer appropriate resources and activate as indicated.
17. Evaluate patient's insurance coverage and options in this regard.
18. Attend patient conference and facilitate discussion of issues relating to the psychosocial component of hospice care.
19. As a member of the interdisciplinary team, assist team members in understanding the significant social and emotional factors related to care of the terminally ill patient and family.
20. Participates in orientation and inservice training programs for professional staff and volunteers.
21. Assesses bereavement concerns for families and initiates the Bereavement Plan of Care.
22. Delivers bereavement services in accordance with the bereavement plan of care, and assists families in identifying and utilizing information and services from other community resources.
23. Prepares bereavement progress notes and incorporates into the bereavement record.
24. Facilitates bereavement support groups.
25. Participates in weekly interdisciplinary patient conferences and provides bereavement reports.

26. Accept other assignments as may be appropriate.
27. Work requires that the employee travel outside the office and provides own transportation with mileage reimbursement from the agency.
28. Demonstrates the knowledge and skills necessary to provide care appropriate to the age of the patients served. The individual must demonstrate knowledge of the principles of growth and development of the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her age, specific needs and to provide the care needed as described in the organization's policies and procedures.

IV. OTHER JOB FUNCTIONS:

1. Attends continuing education programs to promote professional growth and understanding of hospice care.
2. Serves on committees as requested by the Director of Clinical Services.

V. WORKING CONDITIONS:

1. Works in normal office conditions where there are few physical discomforts due to dust, dirt, noise.
2. Work requires travel outside the agency, approximately within a 50 mile radius. May require provision of service in high crime areas, poor environmental conditions, and non-handicapped accessible sites.
3. The individual performing this job may reasonably anticipate coming into contact with human blood and other potentially infectious materials. Individuals in this position are required to exercise universal precautions, use personal protective equipment and devices, and learn the policies concerning infectious control.

VI. CRATER COMMUNITY HOSPICE, INC. MISSION FOCUS:

All employees are responsible for extending the mission and values of Crater Community Hospice, Inc. by understanding each customer, treating each patient, staff member, and community in a dignified manner with respect, kindness, and understanding and subscribing to the organization's commitment to quality and service.

VII. APPROVALS

DATE

Board of Directors: _____

C.E.O.: _____

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification and are not to be construed as an exhaustive list of all job duties. This document does not create an employment contract, and employment with Crater Community Hospice, Inc. is “at will”.

ACKNOWLEDGEMENT:

I understand and acknowledge that this job description sets forth the basic requirements necessary to perform the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Organizational needs may necessitate performance of multiple tasks, duties, and responsibilities, including but not limited to assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that this job description is not all-inclusive and that Crater Community Hospice reserves the right to review and/or change job requirements and responsibilities as needed. I further understand and acknowledge that this job description is not a contract, in whole or in part, and that I am an employee at will.

I have read, understand, and agree to the responsibilities outlined in this job description.

Employee Signature

Date