Job Description

Job title: Social Worker

Job Status: Part-time; non-exempt

Job Summary: Social services are a key component of adult day health care. The Social Worker defines how the program’s active vision of excellence in person-centered care is reflected in the social services program and plays a principal role in identifying individuals in need and assisting them with enrollment in the program. As part of the inter-disciplinary care planning process, the Social Worker is also responsible for assessing, designing and providing social services to meet psycho-social needs and improve the well-being of program participants and their families. This includes the preparation of individualized care plans for participants to aid in the resolution of problems and needs that arise as the result of their health conditions and/or disabilities, and documenting all services provided.

The Social Worker conducts assessments and home visits, designs person-centered care plans, and provides or supervises the provision of direct services to meet participants needs and aid them in accomplishing their goals. The treatments provided to meet the needs of participants and their caregivers may include case management, individual or group counseling, one to one contacts to determine changes in needs or offer reassurance, and/or referral to other needed services. The Social Worker records all treatments and services on the day provided and records, dates and signs quarterly progress notes in the health record for each participant. The Social Worker also interfaces monthly with the center’s psychiatric/psychological consultant to ensure that participants’ mental health needs are met.

Job relationships:

1. Responsible to: Program Director
2. Supervises (as assigned): Social Worker Assistant; Social Worker Aide; Interns; Volunteers
3. Other: Participates in and coordinates with Interdisciplinary Team/Social Work Team and the Psychiatric/Psychological consultant

Description of the broad function and scope of the position: The Social Worker works in accordance with all applicable laws, standards and regulations; assists with updating program policies and procedures and coordinates with the Program Director to provide or arrange staff training as needed; ensures participants’ health and safety; addresses emerging participant, caregiver and program needs; and stays in close communication with the Program Director, RN and other program staff as needed to ensure continuity of care and support for
participants. The Social Worker also coordinates with other resource providers on behalf of the participants and their families and takes a lead role in case management when appropriate.

List of duties or tasks performed critical to success:

The Social Worker:

- Develops and facilitates the provision of an effective program of social services in accordance with the needs of the participants served.
- Acts as a key member of the Inter-Disciplinary Team
- Assists families with accessing resources and provides referrals as needed
- Provides information about the Peg Taylor Center to prospective participants
- Screens prospective participants to determine general appropriateness for the full assessment process and potential program enrollment
- Provides counseling and referrals as needed for enrolled participants and documents all referrals
- Promotes peer group relationships through problem-centered discussion groups and task oriented committees
- Serves as a liaison with participants’ families and other key individuals in their home environments
- Serves as a liaison with other community agencies providing services to a participant and works with these agencies to coordinate services, meet the participants’ needs, and avoid duplication. These agencies shall include, but not be limited to:
  - Behavioral Health
  - In Home Supportive Services
  - Home health providers
  - PASSAGES Adult Resource Center programs
- Provides discharge planning for all participants and finalizes disenrollments
- Evaluates participants’ changing needs and makes necessary adjustments to their services; notifies other agencies serving them of changes when appropriate
- Supervises employees and volunteers as assigned
- Ensures that daily services are provided as specified in the Social Work plan of care.
- Maintains participant health records and ensures confidentiality of data, including the confidentiality of the names of persons receiving services, and protects all such information from unauthorized disclosure.
- Helps to ensure that the civil rights (see §54435; §54437) of participants are protected, and informs participants of their program rights and assists them with related needs
- Assists with training employees and volunteers in related subject areas
- Consults with the psychiatric/psychological consultant and refers participants for assessment and treatment as needed
- Supervises social work assistants and social work aides when employed to help in the provision of social services
Job specifications, standards, and requirements:

Shall have one of the following qualifications:

- Hold a master’s degree in social work from an accredited school of social work.
- Hold a master’s degree in psychology, gerontology, or counseling from an accredited school and has one year of experience providing social services in one or more of the fields of aging, health, or long-term care services.
- Be licensed by the California Board of Behavioral Sciences.
- Hold a bachelor’s degree in social work from an accredited school with two years of experience providing social services in one or more of the fields of aging, health, or long-term care services, and
- Shall have demonstrated competence in working with older adults living in home and community settings.
- Shall be knowledgeable of related resources in the community.
- If not qualified under the BSW provision, shall have a minimum of 1 year of related experience.

Other Requirements

- Computers -- Must have minimum of effective proficiency with computers sufficient to accomplish daily tasks, including an understanding of email, word processing, and spreadsheets, as well as the ability to learn effective use of the adult day health care software.
- Care planning – Must have demonstrated ability to create a person-centered care plan to address participants’ needs and goals
- Must be able to communicate effectively with families, participants, staff, volunteers and community partners

Training Requirements:

- HIPAA
- Scope of Practice Laws and Standards
- See attached CDA list of required training
- Applicable Licensing, Medi-Cal fee-for-service and Managed Care Plan CBAS requirements

Professional Licensing Requirements: Not required

STANDARD PROVISIONS FOR ALL EMPLOYEES

✔ Job Screening: All ADHC employees must provide evidence of TB screening and clearance within 7 days of starting employment, or the 12 months prior to the first day of employment.
✓ First Aid Training and CPR Certification must be completed within first six months of employment.
✓ Job location: Peg Taylor Center
✓ Equipment to be used in the performance of the job: General office related equipment, such as chairs, tables, and computers
✓ Shall meet all licensing and certification requirements as specified in the California Business and Professions code and the CBAS Standards of Participation (SOPs)

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