

SOCIAL SERVICE DESIGNEE JOB DESCRIPTION

General Purpose:

To assist the Director of Social Services in acting as a liaison and representative of the resident's social interest and to assist in planning, organizing, implementing, evaluating and directing the overall operation of the Social Services Department in accordance with current federal, state and local standards governing the facility, and as may be directed by the Administrator, to ensure that the medically-related emotional and social needs of the residents are met and maintained on an individual basis.

Qualifications:

- Must be at least 18 years of age.
- Completed degree from at least a 2 year college.
- Must read, write, speak and understand English.
- Previous experience in a healthcare setting preferred.
- Assessment skills preferred.
- Patience, tact, enthusiasm and positive attitude toward the elderly.

Essential Job Functions:

A. Administrative Functions

Duties:

Assist in planning, developing, organizing, implementing, evaluating, supervising and directing the social services programs and activities; consult with and coordinate social services activities with administration, medical and nursing services, consultants and other related departments and assist in implementing changes as required; obtain resident's social histories and evaluate social and family information; assist in determining plans for social treatment and interpreting residents' social, psychological and emotional needs to the medical staff and other resident care team members; participate in community planning, development and implementation of social care plans, resident assessments and discharge planning to meet the needs of the facility, the residents and their families; assist in coordinating the social services programs with the residents, their families, staff members and community agencies through interviews, consultations and direct involvement in the programs; and provide information to residents and their families concerning available support agencies and financial assistance programs to meet the needs of the residents.

Physical and Sensory Requirements (with or without the aid of Mechanical Devices):

Walking, reaching, bending, lifting, fine hand coordination, ability to read and write in English, ability to communicate with residents, families, personnel and support agencies and ability to remain calm under stress.

B. Quality Assurance Functions

Duties:

Assist in developing for each resident a preliminary and comprehensive assessment and written care plan that identifies the emotional and social problems and/or needs of the resident and the goals to be accomplished for each problem and/or need identified; encourage residents to participate in the development and review of care plans; assist in ensuring that all care plan team members are aware of the care plans and that care plans are used in providing daily social services to the resident; participate in assessing, reviewing and revising care plans as required, at least quarterly; and assist in ensuring that quality control measures are continually maintained.

Physical and Sensory Requirements (with or without the aid of Mechanical Devices):

Walking, reaching, bending, ability to read and write in English and ability to communicate with residents, personnel and support agencies.

C. Residents' Rights Functions

Duties:

Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with Residents' Rights rules; monitor social services to ensure that residents' emotional and social needs are met; assist in ensuring that all personnel are knowledgeable concerning residents' emotional and social needs; and assist in reviewing, promptly reporting to the Administrator and maintaining written records of all resident complaints and grievances.

Physical and Sensory Requirements (with or without the aid of Mechanical Devices):

Ability to communicate with residents and ability to remain calm under stress.

Other Job Functions:

A. Staff Development Functions

Duties:

Maintain professional competence through participation in continuing education programs, seminars and training programs; attend and participate in Hazardous Communication and Universal Precautions training programs prior to reporting for work assignments.

Physical and Sensory Requirements (with or without aid of Mechanical Devices):

Ability to communicate with personnel, ability to read and write in English, ability to understand and instruct social services personnel concerning training and education and ability to understand and apply training and in-service education.

B. Planning and Inventory Functions

Duties:

Recommend to the Director of Social Services the equipment and supply needs of the Social Services Department; assist in the order and purchase of equipment and supplies as necessary; assist in developing and monitoring adequate and cost effective inventory control procedures; make periodic inspections of supplies and equipment to ensure that adequate levels are maintained and that equipment is available and working properly; and assist in maintaining current written records of department expenditures.

Physical and Sensory Requirements (with or without the aid of Mechanical Devices):

Walking, reaching, bending, ability to communicate with residents, personnel and support agencies and ability to read and write in English.

C. Safety and Sanitation Functions

Duties:

Assist in developing, implementing and maintaining procedures for reporting hazardous conditions, equipment and exposure to blood and body fluids.

Physical and Sensory Requirements (with or without the aid of Mechanical Devices):

Ability to communicate with personnel, ability to read and write in English and ability to distinguish smells.

D. All Other Duties as Assigned.

I understand this 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 and that I am an at-will employee.

Date

Employee

Supervisor