



Job Announcement

Position: Social worker	Department: Friendly Health Services
Location: Huntingtown, MD	Employment Status: Temporary Part-Time
FLSA: Exempt Grade: 16	Compensation: \$26.65 per hour - \$39.98 per hour
Weeks Worked: 52	Work Per Week: 10 - Flexible/Varies/TBD
Opening Date: November 7, 2019	Closing Date: Until Filled

Summary of Job Description: This position is an integrated member of the clinical team. He/she will be skilled at delivering evidence-based care for adults in a health care setting. As such, we are seeking a social worker who will excel at the roles and responsibilities including, but not limited to, the below requirements, responsibilities and duties.

Summary of Requirements: *Master's Degree.* Licensed Graduate Social Worker. Three (3) years' experience working in a professional capacity providing services to adults in a health care setting. Proficient in using Microsoft Word, Excel, Outlook, and other software applications to retrieve data, create spreadsheets, and reports. Must always maintain confidentiality. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrate ability to analyze problems/issues, gather data and information evaluate and recommend alternative solutions, or effective solutions with a tolerance for ambiguity and change, when necessary. Communication skills to effectively and professionally communicate using tact and diplomacy with internal and external community. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. **Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Assist in the development, implementation and monitoring of clinical processes, protocols and procedures.

Assist in the establishment, maintenance and continuous improvement of processes for outcome measurement and reporting.

Ensure that clinicians provide treatment in compliance with state and federal guidelines, as well as, Center policies, protocols and procedures.

Collaborate and coordinate with caregiver, physician, Center Director, case management and all other disciplines, as needed, to provide the best care to patients.

Manage full case load of sixteen (16) participants, to include family members, and complete accurate and timely documentation in CAP60.

Provides daily supportive services to the Medical Day Care Program.

Prepares and documents a social history on all participants.

Participates in the multi-disciplinary treatment meetings to:

- Determine the psycho social and functional status of each participant.
- Assist in the development of a plan of care in conjunction with the personal physician's orders within 30 days of admission.
- Review and update the individual plan of care every 90 days with consultation from the participant's personal physician.

Coordinate and implement individual, group, and family counseling in conjunction with plan of care goals.

Inform participants and their families of available community resources; refer participants to agencies providing these services and maintain a monitoring system that facilitates services.

Write minimal quarterly notes in the participant's record and writes notes as necessary when documentable events occur.

Responsible for recruiting individuals for the program.

On-going services to include:

- Continued identification of the emotional and social needs of participants during the rendering of medical day care services.
- Maintaining linkages with community support resources for participants including relatives, friends and other care providers.
- Counseling to improve the participant's disposition to the plan of care, chronic condition and prospects for recovery or stabilization.
- Counseling in the availability and utilization of public and private community and Agency services, with referral to and coordination of these services.
- Assisting participants in obtaining those medical services which are not available through the medical day care center (such as vision care, podiatry, medical equipment, etc.) but which are available through the program.
- Individual counseling to assist participant's adaptation to the medical day care center's services and active involvement in their health care plan.
- Provide discharge planning and referral services including:
 - A discharge summary with discharge goals.
 - Recommendations for continuing care.
 - Referral to appropriate community service agencies to facilitate the participant's return to more independent living.

Educate community agencies and groups on the goals of the Medical Day Care Program, the target population, and the services provided.

Prepare monthly programmatic and any reports required by funding sources.

Participate in internal and external monitoring reviews.

Licenses or Certificates:

Certification in Adult CPR, First Aid, and valid Maryland Driver's License. Licensed Graduate Social Worker. Three (3) hours of supervision per month required by Board of Social Work and Department of Health and Mental Hygiene.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires extensive physical effort: bending, stooping, reaching, pushing, pulling, standing, and lifting as patient needs require.

Applications Accepted By: Mail and Online	
<u>Mail to:</u> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<u>Online at:</u> www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

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