Job Title: Social Worker

Supervisor: Facility Administrator

Qualifications: A qualified social worker is an individual with a bachelor’s degree in social work or a bachelor’s degree in a human services field including, but not limited to, sociology, special education, rehabilitation counseling or psychology; and, shall have one year of supervised social work experience in a health care setting working directly with individuals. Must be free from communicable diseases. Recommend immunizations be current in accordance to recommendations by CDC (unless contraindicated due to allergy), or natural immunity acquired by illness with specific disease. Must meet DCI background check approval. Must complete Mandatory Dependent Adult Abuse training. Must have excellent oral and written communication skills specific to the English language.

Knowledge, Abilities and Skills:

Must have knowledge of the casework service process including interview, counseling and assessment techniques.

Must have knowledge of interventions appropriate to effect positive change in the elderly and disabled individuals’ emotional, behavioral and psychosocial functioning.

Must have knowledge of and ability to access appropriate treatment and services for psychosocial adjustment difficulties.

Must be able to effectively communicate with staff, residents, their families/significant others, legal representatives and community resources.

Must be knowledgeable of community resources and support services.

Must be self-motivated to accomplish assigned responsibilities with minimal supervision.

Must have knowledge of and adhere to the Social Work Code of Ethics.

Responsibilities:

Ensuring that the facility’s Social Services Policies and Procedures for pre-admission, admission, advocacy, direct/indirect counseling, discharge and community liaison services are carried out.

Compliance with federal and state regulatory guidelines.
Fulfillment of required documentation that is professional in quality, complete and timely, including, but not limited to, social histories, social services assessments, assigned sections of the MDS and associated triggered RAPs, care plans, progress and intervention notes.

Observance of Resident's Rights.

Adherence to privacy and security of protected and confidential information.

Adherence to Personnel and Safety policies of the facility.

Attendance at all mandatory in-service education.

Participation in Quality Assurance committee meetings, conducting quality assurance audits and developing action plans as warranted.

Presenting a professional appearance, wearing clean, neat street clothing (no jeans) or uniform.

Application of specific additional responsibilities as delegated by the facility administrator.

**Hours of Work:** To be determined by facility administrator.

**Physical Abilities:**
1. Sitting (amount of time a worker must be sitting):
   - 3-7 hours/day
2. Standing (amount of time standing in one place):
   - 1-3 hours/day
3. Walking (amount of time a worker must be walking):
   - 1-3 hours/day
4. Lifting (based on amount lifted and body position when lifting):
   - 10-25 lbs. with good body mechanics
5. Twisting (based upon the # of twists/job cycle X # of cycles/day):
   - Infrequent: 1-120 twists/day (120 based upon 15 twist/hr.)
6. Bending (based upon # of bends/job cycle X # of cycles/day):
   - Infrequent bending: 1-120 bends/day (120 based on 15 bends/hr.)
7. Squatting/Kneeling:
   - 1-3 hours/day need not be continuous
8. Endurance (maximum work-load capacity required each day):
   - Light energy requirements (3-5 mets)
9. Wrist Position (degree either wrist must deviate from neutral position):
   - Slight deviation of wrist
10. Pinching (# of pinches/job cycle X # of cycles/day):
    - Infrequent – 1-120 pinches/day (120 based upon 15 pinches/hr.)
11. Hand/Wrist Repetitions (# of repetitions/job cycle X # of cycles/day):
• Infrequent – 1-960/day (960 based on 2 repetitions/minute)
12. Manual Dexterity (need to make skillful coordinated movement):
• Frequent fine motor skills required
13. Right Handedness (amount of time right hand must be used):
• Up to 35% of job cycle time
14. Left handedness (amount of time left hand must be used):
• Up to 35% of job cycle time
15. Either Handedness (amount of time either hand can do the job):
• 61-100% of job cycle time
16. Both Handedness (amount of time both hands must be used):
• Up to 35% of job cycle time
17. Near Vision (requirement to see objects close up):
• Requires very accurate near vision (20/20)
18. Far Vision (requirement to see in the distance):
• Requires minimal far vision
19. Visual Color Discrimination (match or discriminate between colors):
• Requires minimal color discrimination
• Requires minimal depth perception
21. Hearing:
• Requires hearing whispered voice at 3 feet (FAA Class III)
22. Infections (exposure to infections that cause significant morbidity/mortality):
• Minimal exposure to infections

Environmental
1. Low Temperature (the lowest temperature in which the employee must work):
• Not an essential function
2. High Temperature:
• Work environment 70-80 F
3. Wetness:
• Occasional exposure to water or dampness
4. Slippery Surfaces:
• Not an essential function
5. Uneven Surfaces:
• Not an essential function
6. High Elevations (unprotected exposure to heights):
• Not an essential function
7. Confined Spaces or Cramped body Positions:
• Not an essential function
8. Vibration:
• Not an essential function
9. Non-ionizing radiation (welding flash, microwaves, sunburn):
• Not an essential function
10. Ionizing Radiation (radioactive isotopes, x-ray):
• Not an essential function
11. Noise:
• Slight, occasionally fairly loud sounds
12. Body Injuries (exposure to circumstances which may cause significant traumatic injury – deep cuts, severe burns, fractures or permanent disabling injuries):
   - Slight likelihood of significant traumatic injury
13. Moving Objects (exposure to moving objects which may cause injury):
   - Slight likelihood of significant injury from moving objects
14. Toxic Conditions (exposure to substances with known or suspected significant toxic health effects including soaps, detergents):
   - Slight likelihood of exposure
15. Working with Others:
   - Great association is frequent, a major portion of the job
16. Lack of Control Over Pace of Work:
   - Slight – work is self-paced
17. Role Ambiguity (the degree to which job demands are unclear):
   - Slight, rarely unclear what others expect of the worker
18. Irregular/Extended Work Hours (hours over 8/day or hours or shifts change):
   - Moderate, occasional
19. Climbing stairs carrying a load (based on amount carried and body position while carrying the load):
   - Not an essential function

List exposure to toxic substances: detergents, soaps, disinfectants, air fresheners

Comments:

I have reviewed the physical requirements for this job (please check the one that best describes your ability to perform the physical requirements of the job):
( ) I can perform them.
( ) I can perform them but require certain job modifications.

Modifications required:
( ) I don’t know whether I can perform them.
( ) I can’t perform them.

The information I’m providing is true to the best of my knowledge.
I understand that the statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.
I have read the job description and been given sufficient opportunity to ask questions and receive additional information on any areas that were not clearly explained and understood.
Signature:______________________________ Date:________________