

Job Description



300 Orchard City Dr., Suite 108
Campbell, CA 95008
Telephone: 408-379-3990

Medical Social Worker (MSW)

Position Summary:

Under the direction of the Director of Patient Care Services, the Medical Social Worker (MSW) is responsible for assessing the social and emotional needs of patients and their families and providing assistance to those clients in meeting their needs in a home health setting. The MSW provides psychosocial assessment, intervention and case manager services to patients. They work with interdisciplinary teams to best serve the patient and provide additional resources to patients and their families as needed.

Responsibilities include, but are not limited to:

- Completing psychosocial assessments that include interviewing patients to obtain information concerning their economic condition and their support systems. Determines what resources are needed and refers patients to community support groups.
- Providing a variety of counseling services such as psychodynamic interventions, crisis intervention, grief/bereavement counseling, problem solving, stress reduction & developing healthy coping strategies to children and adults.
- Providing counseling for disease acceptance & understanding.
- Partnering with the patient to develop & implement an individual Plan of Treatment which assist patients/families with coping or restoring social, emotional, financial & environmental factors which affect(ed) by illness.
- Monitoring the implementation of service plans, providing follow-up and assessment services in relation to the goals and objectives on the Plan of Treatment.
- Contacting various agencies on the patient' behalf. Coordinating support services for financial, social, emotional and environmental assistance.
- Coordinating exchange of information between Care at Home, families, and other facilities as needed
- Participating as an interdisciplinary team member in assessing, planning & providing services for patients utilizing psychosocial information.
- Providing follow-up services including case conferences with other health professionals, home visits, and further assistance, referrals and education to families as needed.
- Assisting patient with self-advocating for appropriate services w/in the community.
- Attending in-services and mandatory company meetings as required.
- Maintaining accurate case records and completing reports as required by the agency.
- Ensuring that clinical documentation is completed accurately , in a timely manner and that the documentation is kept secure and confidential per Care at Home policies.
- Determines application of private insurance, Medicare & Medi-Cal benefits.
- Participates in Quality Assurance activities as needed.
- Works w/ referral sources to clarify/complete clinical & psychosocial information.
- Assisting with other duties as assigned.

The qualifications for this position are as follows:

- Master's Degree in Social Work is required.

- A minimum of one year of professional experience working as a Medical Social Worker in a home health or other health care setting.
- Ability to effectively communicate manner easily understood by the patient.
- Ability to gather and analyze information and generate reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to monitor and/or maintain quality control standards.
- Ability to plan, develop and implement medical social work programs.
- Must possess a valid driver's license and auto insurance with a satisfactory driving record for the past three (3) years.
- CPR/First Aid certification and ability to meet health requirements as per company policy required.
- Must be willing to submit to a background check.
- Proficient in Windows/Microsoft Office.

The working conditions for this position are as follows:

- **Physical Demands:** While performing the duties of this position, the employee is regularly required to use hands to perform intricate, dexterous procedures. The employee is required to talk and hear. The employee is required to stand, walk, sit, reach with the hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and / or move / shift up to 50 pounds. Specific vision abilities required include: close, distance, color and depth perception. The physical demands described here are representative of those essential functions.
- **Work Environment:** While performing the duties of this job, the employee is exposed to outside weather conditions and various home environments that may be unpredictable. Work is primarily conducted in various home environments. The noise level is usually moderate.
- **Potential Occupational Exposure:**
Duties may have the potential for exposure to blood or other potentially infectious material and are determined to have a reasonably anticipated risk of exposure to blood borne pathogens. The procedures and precautions for this exposure is acknowledged and detailed in the company's Exposure Control Plan. In addition, the work environment involves some exposures to hazards or physical risks, which require following basic safety precautions.

Reports to: Director of Patient Care Services

Department: Therapies

Status: Part-time, days, evenings and weekends

Last Revision Date: 02/17/2012