

**JOB DESCRIPTION - SOCIAL WORKER/COUNSELOR**

**QUALIFICATIONS**

1. Must have a master's degree in social work.
2. Must have a minimum of three years experience in the provision of community social services.
3. Must have two years experience in psychosocial assessment of patient/family.
4. Must have professional liability insurance coverage.
5. Must have current CPR certification.
6. Must be able to operate basic office equipment necessary to performance of duties, e.g. fax, copier, multi-phone line and computer. Must have basic keyboarding skills.
7. Must demonstrate acceptance of the Hospice philosophy and policy.
8. Must maintain professional integrity throughout all operations of Social Worker practice.
9. Able to adhere to the practice of confidentiality regarding patients, families, staff and the entire organization.
10. Ability to function as an integral part of the Interdisciplinary Team, enhancing the mission, policy and philosophy of SCH/PCS.
11. Must demonstrate a strong work ethic founded upon personal/professional integrity and behavior.
12. Ability to work with and serve as a mature representative of the Hospice organization.
13. Ability to work flexible hours including evenings and/or weekends as needed or requested.
14. Detail oriented, able to multi-task and remain flexible with assignments.
15. Able to act in a kind, decent and respectful manner at all times.
16. Must demonstrate skill in conflict resolution.
17. Must be able to uphold attendance and performance standards.
18. Must be able to recognize, support and adhere to all SCH policies and procedures.
19. Must possess, or in 30 days be able to possess, an Oregon driver's license, dependable transportation, and proof of automobile insurance.

**SKILLS REQUIRED**

1. Keyboarding
2. Operation of computer
3. Strong organizational, interpersonal and teambuilding skills.
4. Excellent communication skills, written, verbal and listening, allowing clear and concise communication with staff and patients.

**PHYSICAL REQUIREMENTS**

1. Must be able to lift a maximum of 25 lbs., using a 2-person assist with any awkwardly shaped or heavier weights.
2. Must be able to safely negotiate in a variety of environments, e.g. steep stairs, uneven surfaces, cramped physical quarters.
3. Must be able to do extensive driving in a variety of road and weather conditions and at night.

**WORK ENVIRONMENT/HOURS**

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1. Typical office setting.
2. Diverse surroundings in patient homes with unpredictable environments such as uneven surfaces and potential hazards such as animals, smoke and exposure to communicable diseases, etc.
3. Nursing homes, assisted living facilities, etc.
4. This is a full-time 35+ hour position

**PURPOSE**

The South Coast Hospice Social Worker/Counselor is primarily responsible for providing case management services to assigned patients/families. Primary duties include psychosocial assessment, care planning and implementation, resource identification and assistance with procurement, supportive counseling for grieving patients and family members, basic support and triaging to other needed services. This position will include completing Hospice Program Intakes while on weekend duty rotation.

**SUPERVISION RECEIVED**

The Social Worker works under the direction of the Family Service Unit Program Manager and in his absence under the direction of the Executive Director. The Family Services Coordinator is available for consultation and guidance on a daily basis; when he/she is absent, the SCH Family Services Manager is available.

**SUPERVISION PROVIDED**

None.

**DUTIES AND RESPONSIBILITIES**

1. Must report for work at scheduled time, ready to perform work functions and remain on task while completing entire scheduled shift.
2. Represents South Coast Hospice and Palliative Care Service in a professional and responsible manner.
3. Practices social work/counseling in a manner that is a model for professional and agency ethics, values and integrity and that complies with the letter and spirit of legal aspects.
4. Adheres to the practice of confidentiality regarding patients, families, staff and South Coast Hospice and Palliative Care Services.
5. Functions as an integral part of an interdisciplinary team in order to enhance the mission, policy and philosophy of SCH/PCS.

**Duties & Responsibilities (continued)**

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6. Complies with all applicable laws and regulations with respect to collaborative agreements.
7. Is sensitive and compassionate with a patient-centered attitude towards accepting death as a part of life and enhancing the quality of life for patients, assigned to his/her care.
8. Participates in weekend duty schedule of social workers.
9. Provides coverage for other Social Worker staff as needed, including weekend rotation coverage.
10. As part of the Admissions team, performs patient psychosocial intake activities and disseminate of information regarding SCH as needed.
11. When appropriate, assists in identifying and works with high-risk and/or suicidal patients/families and with patients/families experiencing other kinds of non-medical crisis.
12. Participates in on-going psychosocial, spiritual and bereavement assessment of the patient/family in cooperation with interdisciplinary team.
13. Assists with the development and implementation of a patient/family personalized care plan, which may include counseling, support information and/or referral to SCH and/or community resources.
14. Provides case management services relating to psychosocial needs for patient/family.
15. Functions with proficiency using Consolo software.
16. Completes clinical documentation, psychosocial assessments, clinical notes and secondary reports in a timely manner, including Bereavement Assessment and cards.
17. Provides input to Volunteer Coordinator regarding patient/family needs to promote volunteer assignment and match.
18. Provides individual support services to the bereaved as requested.
19. Assumes responsibilities for Project/Program development and implementation as assigned.
20. Attends Interdisciplinary Group, case conferences and staff meetings as requested.
16. Maintains & meets requirements of LCSW Board for CEU, as well as SCH requirements.
17. Assists in the Volunteer Training process as requested.
18. Individually responsible to conduct him/herself in a safe manner during the performance of all job related duties. Also responsible to bring unsafe conditions to the attention of the person within the organization responsible for safety issues.
19. Demonstrates continued professional growth and development through participation in educational and In-Service training programs for professional staff, providing a record of programs attended to Human Resources. Responsible to review current health care literature relating to duties.
20. All other duties/tasks as deemed appropriate for the positions of social worker as requested / delegated or assigned by immediate supervisor or Executive Director.
21. Function as a professional and cooperative SCH/PCS team leader.
22. Addresses and supports all SCH Policies and Procedures.
23. Responsible to provide continuity of care to patient/family by providing Leave Request regarding anticipated absence.
24. When/if employee decides to terminate employment with SCH/PCS a personal letter of resignation is required 45 days prior to date of resignation (understanding negotiations may be possible).

**Duties & Responsibilities (continued)**

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- 25. Adhere to all SCH Personnel Policies including, but not limited to:
  - Please initial* \_\_\_\_ SCH Standards of Conduct as described in the agency’s Compliance Plan.
  - Please initial* \_\_\_\_ SCH Privacy Practices in accordance with HIPAA regulations.
  - Please initial* \_\_\_\_ SCH Sexual Abuse and Molestation Policy.
  - Please initial* \_\_\_\_ Demonstrates a kind, decent and respectful behavior.
  - Please initial* \_\_\_\_ Honor, respect, protect and promote patients’ rights and individualized care.

**This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.**

Employee Signature	Date
Manager Signature	Date
Executive Director’s Signature	Date

*Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.*