

Social Service Designee

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Name: _____ **Date of Hire:** _____

Department Assigned: _____ **Supervisor:** _____

Shift Assigned: _____ **Duty Hours:** _____

Purpose of Your Job Position

The primary purpose of your job position is to assist in planning, developing, organizing, implementing, evaluating, and directing our facility's social service programs in accordance with current existing federal, state, and local standards, as well as our established policies and procedures, to assure that the medically related emotional and social needs of the resident are met/maintained on an individual basis.

Delegation of Authority

As **Social Service Designee**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

Miscellaneous Information	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (√=NO)	Safety Factors			Competency Evaluation	
			Function Requires Repetitive Motion (√=YES)	MINIMUM Weight Lifting Requirements Apply to Task (√=YES)	Function Requires Prolonged Sitting, Standing, Bending, etc. (√=YES)	Performs Function Satisfactorily (√=NO)	Needs In-Service Training (√=YES)
Duties and Responsibilities							
Administrative Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assist the Social Service Director/Consultant in the planning, developing, organizing, implementing, evaluating, and directing of the social service programs of this facility.	3						
Meet with administration, medical and nursing staff, and other related departments in planning social services, as directed.	3						
Assist in the development, administering, and coordinating of department policies and procedures.	3						
Review department policies and procedures, at least annually, and participate in making recommended changes.	3						
Assist in developing and implementing policies and procedures for identifying the medically related social and emotional needs of the resident.	3						
Participate in community planning related to the interests of the facility and the services and needs of the resident and family.	3						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Administrative Functions (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Participate in discharge planning, development and implementation of social care plans and resident assessments.	3						
Interview residents/families as necessary and in a private setting.	2						
Perform administrative requirements, such as completing necessary forms, reports, etc., and submitting such to the Director.	3						
Involve the resident/family in planning social service programs when possible.	3						
Assist in arranging transportation to other facilities when necessary.	3						
Refer resident/families to appropriate social service agencies when the facility does not provide the services or needs of the resident.	3						
Provide information to resident/families as to Medicare/Medicaid, and other financial assistance programs available to the resident.	3						
Obtain information concerning the resident's personal and family problems, past illnesses, etc., by developing a Social Service Data Record.	3						
Provide consultation to members of our staff, community agencies, etc., in efforts to solve the needs and problems of the resident through the development of social service programs.	3						
Assist in the review and updating of departmental job descriptions at least annually.	3						
Record and maintain regular Social Service progress notes indicating response to the treatment plan and/or adjustment to institutional life.	3						
Maintain a quality working relationship with the medical profession and other health related facilities and organizations.	3						
Compile and maintain a social service directory listing available community resources.	3						
Compile information on discharge plans and present to appropriate committee as required.	3						
Coordinate social service activities with other departments as necessary.	3						
Work with the facility's consultants as necessary and implement recommended changes as required.	3						
Make routine visits to residents and perform services as necessary.	2						
Maintain contact with the resident's family, involving them with non-medical progress reports as necessary.	3						
Make written and oral reports/recommendations to the Administrator concerning the operation of the social service department.	3						
Assist in standardizing the methods in which work will be accomplished.	3						
Assist in making appointments for the resident/family as requested or appropriate.	3						
Perform charting duties as necessary.	3						
Work with emotional problems including assisting resident/family with anxieties and stress caused by illness and admission to the facility, difficulties in coping with residual physical disabilities, fears related to helplessness and death, and the need for institutional and specialized care.	2						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Administrative Functions (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assist in providing solutions for social and practical environmental problems including seeking financial assistance, discharge planning (including collaboration with community agencies), and referrals to other community agencies when specialized assistance is required.	3						
Evaluate social and family information and assist in determining plan for social treatment.	3						
Assist in interpreting social, psychological, and emotional needs of the resident/family to the medical staff, attending physician, and other resident care team members.	3						
Participate in completing appropriate sections of the MDS as necessary.	3						
Assist in obtaining resources from community social, health and welfare agencies to meet the needs of the resident.	3						
Provide consultation to members of our staff, community agencies, etc., in efforts to solve the needs and problems of the resident through the development of social service programs.	3						
Others as deemed necessary and appropriate, or as may be directed by the consultant or Administrator.	3						
Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report suspected or known violations of such disclosure to the Administrator.	3						
Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.	3						
Report any known or suspected unauthorized attempt to access facility's information system.	3						
Committee Functions							
Serve on various committees of the facility as appointed.	3						
Meet with department personnel, on a regularly scheduled basis, to assist in identifying and correcting problem areas, and/or the improvement of services.	3						
Personnel Functions							
Develop and maintain a good working rapport with other departments within the facility, and outside community health, welfare and social agencies, to assure that social service programs can be properly maintained to meet the needs of the residents.	3						
Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the department.	3						
Report occupational exposures to blood, body fluids, infectious materials and hazardous chemicals to your supervisor.	3						
Report known or suspected incidents of fraud to the Administrator.	3						
Ensure that departmental computer workstations left unattended are properly logged off or the password protected automatic screen-saver activates within established facility policy guidelines.	3						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Staff Development	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assist in the development of and participate in regularly scheduled orientation and in-service training programs in relation to the social, emotional and medical needs of the residents.	3						
Attend and participate in professional activities and programs.	3						
Participate and assist in departmental studies and projects as assigned, or that may become necessary.	3						
Attend and participate in appropriate in-service training programs prior to performing tasks that may result in exposure to blood, body fluids, infectious materials, or hazardous chemicals.	3						
Attend and participate in annual facility in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, Safety, Infection Control, etc.).	3						
Safety and Sanitation							
Report all incidents/accidents immediately.	3						
Report all unsafe/hazardous conditions/equipment immediately.	3						
Participate in fire safety and disaster preparedness drills.	3						
Use protective clothing/devices when handling infectious waste and/or blood/body fluids.	2						
Report missing/illegible labels and MSDSs to your supervisor.	3						
Equipment and Supply Functions							
Recommend to the Director the equipment and supply needs of the department.	3						
Budget and Planning Functions							
Assist in the development of the department's budget.	3						
Report suspected or known incidence of fraud relative to false billings, cost reports, kickbacks, etc.	3						
Resident Rights							
Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.	3						
Knock before entering a resident's room.	3						
Review complaints and grievances made by the resident and make a written/oral report to the Director indicating what action(s) were taken to resolve the complaint or grievance. Follow facility's established procedures.	3						
Inform the resident/family of the resident's personal and property rights.	3						
Assist resident with information concerning resident rights, living wills, etc.	3						

Working Conditions

Works in office areas as well as throughout the facility.
 Moves intermittently during working hours.
 Is subject to frequent interruptions.
 Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
 Is subject to hostile and emotionally upset residents, family members, etc.
 Communicates with the medical staff, nursing service, and other department directors.
 Works beyond normal working hours, on weekends, and in other positions temporarily, when necessary.
 Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
 Attends and participates in continuing educational programs.
 Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
 Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
 Maintains a liaison with other department supervisors to adequately plan for social services/activities.
 May be subject to the handling of and exposure to hazardous chemicals.

Education

Must possess, as a minimum, a high school diploma or its equivalent.

Experience

None required. On-the-job training provided.

Specific Requirements

Must be able to read, write, speak, and understand the English language.
 Must possess the ability to make independent decisions when circumstances warrant such action.
 Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.
 Must be a supportive team member, contribute to and be an example of team work and team concept.
 Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
 Must possess leadership ability and willingness to work harmoniously with other personnel.
 Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level in which they are currently functioning.
 Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing social services.
 Must not pose a direct threat to the health or safety of the individuals in the workplace.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.
 Must be able to speak and write the English language in an understandable manner.
 Must be able to cope with the mental and emotional stress of the position.
 Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
 Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
 Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
 Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
 Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
 May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Social Service Designee** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: _____ Signature-Social Service Designee: _____

Date: _____ Signature-Director of Social Services: _____

Job Position Analysis Information

¹ Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1 = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2 = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3 = This task does **not** involve any risk of exposure to blood or body fluids.

² Essential Functions Column:

A ✓ mark in this column indicates that you will not be required to perform this task.

³ Repetitive Motion Column:

A ✓ mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

⁴ Minimum Weight Lifting Requirement Column:

A ✓ mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

⁵ Prolonged Sitting, Standing, and Bending Column:

A ✓ mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

⁶ Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check ✓ in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

⁷ In-Service Training Column:

A ✓ mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.