

JOB DESCRIPTION
Linn Manor Care Center
Marion, IA

JOB TITLE: Social Worker

Department: Administration

Job Relationships:

Supervised by: Administrator

Supervises: Social Service Designee

POSITION SUMMARY:

Arrange for needed social services for Linn Manor Care Center to any resident served by Linn Manor Care Center.

QUALIFICATIONS: Education, Training, Experience, and Abilities

- 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, rehabilitating, counseling and psychology.
- Minimum of one year supervised experience in Social Services in long term care.

RESPONSIBILITIES:

General Facility Services

- Provide assistance to administration regarding planning, policy development, and priority setting, based on initial and ongoing evaluations of the social needs of the residents.
- Provides guidance to allied professional health workers regarding social and emotional problems and management, including resident care plans.
- Provides in-service education to the staff of the facility in social areas.
- Maintains a summary in the facility of activities, reported to the administrator in writing.
- Provides community contacts with agencies of Human Services referral.
- Orienting families, individually and in groups to needs of aging and in techniques of decreasing social distance. Offers families opportunity for volunteer assignments in ongoing nursing home life or on social occasions (events) in the care center.
- Participating in restructuring those factors and elements in the facility essential for increased opportunity for social functioning of resident population.
- Making contact with community agency services for aging such as (centers, workshops, agencies for the blind) and public and other services such as (public library) for personal enrichment.
- Communicates with relatives or responsible persons and/or contacts community living resources in arranging post-discharge plans when indicated.

Direct Resident Services

- Establish a social services program which meet the social needs of the particular facility and its residents.
- On the basis of analysis, is responsible for establishing flexible long-range and short-term goals and plan the procedure.
- Sees particular high risk residents where consultation to other staff is not sufficient for purposes of making a social diagnosis and recommendation.
- Make self available at time of crisis in the care center in matters related to and affecting resident care.
- Periodically review the social services entries in the resident record and initial these.
- Assist the Social Worker Designee in the performance of the following duties:

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- Gathering and recording essential vital statistics and factors concerning residents' behavior, needs and situation helpful to the care center staff in understanding and working with the residents.
- Assisting in the removal of reality problems and concerns of the residents. Work with "high risk" residents on an individual basis.
- Make records available as necessary and retains professional and administrative responsibilities and provides periodic review of the social services, policies and future consideration.

THE FACILITY WILL:

- Provide a Social Worker Designee for direct day-to-day social services.
- Agree that Administrator participates in the selection of the social worker designee.
- Ensure that the Social Worker Designee shall be under the Social Worker's general direction, but the designee is responsible to the Administrator.

JOB DEMANDS: Physical, Emotional

- Work with administrator and other department heads
- Works in well-lighted and well ventilated office areas
- Sits, stands and walks intermittently
- Deals with the public, personnel, visitors, family members and the residents under all conditions
- Promptness carrying out assigned orders and directives
- Accuracy in all work performed
- Efficiency of the performance of assigned duties
- Complies with the established policies and procedures
- Miscellaneous typing and filing
- Compiles necessary reports and files them with appropriate agencies
- Works with various office equipment including (but not limited to): copier, computer, scanner, label maker

Exposures to infectious diseases are possible. Employees who are immunosuppressed should be aware of the potential hazards.

Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I have received a copy of this job description. I have read and understand the job qualifications, responsibilities and demands.

Signature

Printed Name

Date