



## Job Description

<b>Position Title:</b>	<b>Licensed Social Worker</b>
<b>Department:</b>	
<b>Reports To:</b>	<b>Chief Executive Officer</b>
<b>Supervises:</b>	<b>N/A</b>
<b>FLSA Status:</b>	
<b>Last Revised/Approved:</b>	<b>May 2020</b>

### **POSITION SUMMARY:**

The Licensed Social Worker reports to the Chief Executive Officer and is responsible for supporting the patient and connecting them to resources that are identified as a need. The Licensed Social Worker will complete and maintain accurate records and reports regarding the patients' histories and progress, services provided, and other required information as well as screen admissions for high risk patients who need social service intervention. The LSW will reflect the mission, vision, and value statements of HOMETOWN Health Center (HHC) in the health center and out in the communities that we serve.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Utilize tools and report from electronic health record to recognize or initiate patient engagement.
- Review and evaluate patient's progress in relation to measurable goals described in treatment and care plans.
- Modify treatment plans to comply with changes in patient status.
- Assist patients and families to fully utilize community resources.
- Participate in case conferences and staff meetings.
- Act as liaisons between clients and medical staff.
- Coordinates discharge planning and facilities discharge planning rounds.
- Counsels patient/family to achieve optimal level of psychosocial functioning.
- Follow progress of discharged patients in order to determine effectiveness of treatments.

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs other duties as assigned.

### **COMPETENCIES:**

- Good organizational skills to handle multiple priorities while remaining professional and calm.
- Ability to work with many diverse people.
- Effective telephone skills.
- Strong level of confidentiality due to the sensitivity of materials and information handled.
- Ability to make suggestions on workflow or system efficiency and effectiveness.

- Ability to work independently, be self-directed and flexible.
- Ability to prioritize, perform functions with minimal supervision, and work in a fast-paced environment.
- Ability to perform at a high level of accuracy with attention to detail.

**GENERAL EXPECTATIONS:**

- Be committed to the mission of the Hometown Health Center.
- Behave in a professional manner and consistently demonstrate and promote the values of respect, honesty, and dignity for the patient, families, and all members of the healthcare team.
- Committed to the constant pursuit of excellence and teamwork in improving the care of the patient and families of Hometown Health Center and the Patient Centered Medical Home Neighborhood.
- Be punctual for scheduled work and use time appropriately.
- Perform duties in a conscientious, cooperative manner.
- Perform required amount of work in a timely fashion with a minimum of errors.
- Be neat and maintain a professional appearance.
- Maintain confidentiality and protect the Practice by abiding by laws and principles related to confidentiality; keep information concerning Practice Operations, patients and employees confidential.
- This position requires compliance with Health Center’s compliance standards, including its Standards of Conduct, Compliance Program, and policies and procedures. Such compliance will be an element considered as part of the Clerical Data Entry Specialist’s regular performance evaluation.

**PHYSICAL REQUIREMENTS:**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the job, duties may include bending, sitting, standing, walking, reaching. May also require lifting of patients and at times long hours. This position requires the ability to deal with stressful situations and crises; mentally demanding. Eye and hand coordination required.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work presents potential exposure to infection, blood and other body fluids – must follow proper protective precautions. Exposure to drugs and narcotics, and other possible chemicals possible.

**QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following experience and skills are considered essential:

- Ability to make referrals to Community Agencies (when & how).

- Ability to maintain ongoing communication with patients, families, physicians, customers.
- Complete chart documentation.
- Knowledge of advance directive forms and legal lines of decision-making authority.
- Knowledge of high-risk screening criteria.
- Knowledge of Federal and State guidelines pertaining to all work areas.
- Knowledge of medical conditions and impact on patient care needs.

**Education Requirements:** The following education requirements are considered essential:  
Bachelor's Degree in Social Work or a related field.  
Social Work license in the State of ME.

\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\*

HOMETOWN Health Center is an equal opportunity provider and employer.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**