

## **POSITION SUMMARY:**

The License Clinical Social Worker provides social work and discharge planning services to patients.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Screens admissions for high risk patients who need social service intervention.
- Assesses patients and families' abilities and/or needs they may interfere with rehabilitation and medical progress.
- Assists patients and families to fully utilize community resources.
- Documents social work intervention in medical records within timely manner.
- Coordinates discharge planning and facilities discharge planning rounds.
- Coordinates organ/tissue donation progress.
- Oversees advanced directives procedures.
- Counsels patient/family to achieve optimal level of psychosocial functioning.

## **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.
- Must able to make suggestions on workflow or system efficiency and effectiveness.
- Ability to work independently and be self-directed and flexible.
- Ability to prioritize.
- Ability to perform functions with minimal supervision.
- Ability to work at a high-volume level of accuracy.

## **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 provide ongoing communication with patients, families, physicians, customers.
- Can 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.

**EDUCATIONAL REQUIREMENTS:**

Master's Degree in Social Work and licensed by the State of Maine.

HOMETOWN Health Center is an equal opportunity provider and employer.