| | |
|---|---|
| **Job Title:** Social Worker | **Reports To:** SNF Administrator |
| **Job Classification:** | |
| **FLSA Status:** | **Revised Date:** April 2024 |

## GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility, and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents and staff members is the number one priority of their Facility.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

## ESSENTIAL JOB FUNCTIONS

- Coordinate and participate in family and resident activities designed to promote social interaction, reality orientation, and intellectual stimulation.
- Develop one-to-one relationships with residents and families as needed for counseling.
- Counsel residents and families in dealing with feelings about death or dying and other emotional, mental, environmental, or physical limitations.
- Complete the social service portion of the MDS within fourteen (14) days of admission.
- Document the social care component of the Comprehensive Care Plan for each resident as identified by the interdisciplinary team within seven (7) days of the completion of the MDS.
- Document all interaction with resident and/or family in the medical record as required by state standards.
- Responsible for completion of discharge plan in accordance with facility discharge policy.
- Document the social and emotional needs of residents.
- Act as liaison with social, health, and community agencies.
- Be responsible for referral of residents to social, health, and community agencies and ensure documentation in the resident's record concerning the results of such referrals.
- Coordinate family and community resources as needed to solve financial needs and to promote emotional security.
- Take part in in-service education annually and attend all in-service sessions required by management which apply to social services, residents or staff.
- Organize community events related to resident's needs and interests.
- Explain Residents Rights to residents and resident's representatives.
- Participate in admission of residents as assigned.
- Plan, schedule, and implement room visits for residents unable to leave their rooms.
- Coordinate with the Recreation Program Director to meet socialization needs of the resident.
- Observe and comply with established infection control and standard precaution practices.
- Observe all facility safety policies and procedures including working responsibly to ensure personal safety.
- Follow Residents Rights policies at all times.
- Always present an appropriate professional appearance.
- Come to work as scheduled and consistently present an appropriate professional appearance.

- Assume accountability for all information contained in the Employee Personnel Handbook and all Policy and Procedure Manuals.
- Accept and perform additional duties as assigned by the Administrator in a cooperative manner.
- Need to be able to follow verbal and written instructions.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- The physical activities of this position involve: fingering, grasping, kneeling, some lifting of less than 25 pounds, reaching, repetitive movement, standing, and stooping.
- The sensory and communicative activities essential to the performance of this position include: feeling, hearing, seeing, smelling, speaking, reading, and writing.
- An individual in this position may be exposed to inside environmental conditions and physical, chemical, or respiratory hazards.

## EDUCATION & EXPERIENCE REQUIREMENTS

Degree from an accredited four-year college in Social Work and Licensed by the State of Iowa or a four-year degree in Sociology, Psychology, Guidance Counseling, Gerontology, or Vocational Rehabilitation.

## EQUAL EMPLOYMENT OPPORTUNITY

At your Facility, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

_____

FACILITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME