

## **SOCIAL WORKER**

**OVERALL OBJECTIVE:** Provide all social work services for the CBAS/ADHC. All policies and procedures, applicable laws and licensing requirements will always be followed. The Social Worker position is a full-time position and requires the Social Worker to be present during the Center's hours of service in order to be available to participants.

**RESPONSIBLE TO:** Program Director

### **AREAS OF SOCIAL WORK RESPONSIBILITIES:**

1. Responsible for the screening and intake processes of the Center and will follow up on all inquiries in a timely manner. Meets with family members or referring agencies and determines appropriate program.
2. Provides in-home assessments for all CBAS/ADHC participants. Completes social service assessments, reassessments and quarterlies on participants. Implements the center's Person-Centered Care Planning Process. (Reassessments will be conducted every six months and as needed whenever a change of conditions occurs or hospitalizations or length of absence)
3. As part of the care coordination intervention, the Social Worker will provide discharge planning for all participants every six months or as needed.
4. Provides care coordination for CBAS/ADHC participants and their family members or authorized agent to and from the Center.
5. Develops the Person-Centered Plan of Care for each participant and will document the response to each intervention daily. Will document in the participant health record of the progress or lack of progress towards goals. The Social Worker will provide services as specified on the IPC and will document services on the same day.
6. Will supervise the social worker assistant and/or social work aide.
7. Provides group sessions and provides encouragement to participate in group sessions.
8. Provides participant and family counseling as needed.
9. Enforces the implementation of participants rights to ensure compliance.
10. Implements the Grievance Procedure when needed.
11. Facilitates Caregiver Support Groups as assigned.
12. Provides in service training to program aides and employees when needed.

13. Monitors and supervises the Screening, Intake and Discharge Process'
14. Collaborate with the various community organizations to recommend referrals for participants being served in the program.
15. The job description is in no way meant to describe exactly what the job duties are. It is a guideline to provide a frame of reference of job requirements. Other duties may be assigned at the discretion of management.

### **MINIMUM QUALIFICATIONS:**

Social worker shall be a person who meets one of the following:

- (1) The person holds a master's degree in social work from an accredited school of social work.
- (2) The person holds a master's degree in psychology, gerontology, or counseling from an accredited school and has one year of experience providing social services in one or more of the fields of aging, health, or long-term care services.
- (3) The person is licensed by the California Board of Behavioral sciences.
- (4) The person holds a bachelor's degree in social work from an accredited school with two years of experience providing social services in one or more of the fields of aging, health, or long-term care services.

### **CONDITIONS OF EMPLOYMENT:**

Physical clearance for reaching, bending, stooping, crouching, kneeling and grasping; have full range of motion; ability to lift 50 lbs.; need to lift and transfer participants; T.B. clearance; must maintain current first aid and CPR; must have reliable private vehicle, proof of CA drivers license and maintain proof of current vehicle insurance.

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Employee Signature & Date

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Administrator Signature & Date