



**JOB DESCRIPTION**  
***SOCIAL WORKER***

New \_\_\_\_\_ Revised X Exempt \_\_\_\_\_ Nonexempt X Classification Band F

Nancy Bussières                      7/15/2014                      Dale B. Johnson                      7/15/2014  
Revised by                      Date                      Approved by                      Date

**I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)**

The Social Worker's primary responsibilities are to provide direct services to patients and their families including:

- Individual counseling; Group and family counseling; Crisis intervention; Patient advocacy and information and referral.

General direction is provided by the Director of Patient Services. Considerable independent judgment is required.

**II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)**

- Completes initial and ongoing psychosocial assessments of the patient's/family's response to the terminal illness. Time: 95%
- Evaluates coping skills in crisis situations.
- Fosters communication between patients and families.
- Assists patient and family in acquiring additional community resources, including Medicaid; serves as liaison with social service agencies as necessary.
- Assists in crisis intervention.
- Assists patient/family in preparation for impending death, including such items as wills and funeral arrangements.
- Counsels the patient/family as they work through their acceptance of the death and dying process and the grief process.
- Participates with Interdisciplinary Team (IDG) in the development and implementation of patient care plans.
- Serves as member of patient care team, interpreting/identifying psychosocial needs of the patient/family.
- Assists with volunteer training on relevant subjects.
- Assesses bereavement needs of survivors and communicates these to bereavement coordinator.
- Attends regional hospice social work meetings when possible.
- Maintains clinical records in a thorough and timely manner.
- Provides information to patient and/or family regarding residence unit cost and completes related paperwork.

**III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)**

- Facilitates support groups. Time: 5%
- Provides education and training to community groups as requested by the Director of Patient Services or the Executive Director.
- Performs other job-related duties as assigned by Director of Patient Services.

**IV. SUPERVISORY RESPONSIBILITIES (Provide the number and type of employee supervised, level of authority to hire and fire or to make recommendations.)**

None.

**V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)**

- Understands and is committed to the hospice philosophy of care. (required)
- Functions well as a team member and receives supervision in a professional manner. (required)
- Has excellent oral and written communications skill. (required)
- Is comfortable with issues of death and dying. (required)
- Has knowledge of the grief process. (required)
- Has knowledge of family dynamics, especially in stressful situations. (required)
- Able to work respectfully with people of different backgrounds and values. (required)
- Maintains client confidentiality. (required)
- Has a valid NYS driver's license, maintains own insurance and is able to provide own transportation. (required)
- Holds a MSW from an accredited school of Social Work (required)
- Has two (2) years of full-time paid, supervised experience in a health care or clinical setting involving direct counseling services to patients and their families. (required)

**VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)**

None.

**VII. PUBLIC CONTACT (Within and without of the organization)**

- The Social Worker is an important representative of Hospicare and may be asked to make presentations about hospice and palliative care.
- May be required to give an in-service presentation.

**VIII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)**

None.

**IX. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)**

- Needs private vehicle for daily travel.
- Ability to travel within agency service area.
- Occasional after hour interventions may be necessary to help a patient or family.

This job description is not intended to be all-inclusive and employees will perform other related job duties as assigned by their immediate supervisor or other management staff as required. In addition to the requirements of this job description, Hospicare expects employees to be committed to service to others, and strive to keep our agency's mission, goals, and values as the driving force of the day-to-day work. Hospicare and Palliative Care Services reserves the right to revise and change the job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Signature

\_\_\_\_\_  
Date