

BAY COUNTY MEDICAL CARE FACILITY

JOB DESCRIPTION

DATE: 11.29.23

F.L.S.A.Class: Non-Exempt

JOB TITLE: SOCIAL SERVICES ASSISTANT

REPORTS TO: SOCIAL SERVICES DIRECTOR

JOB SUMMARY:

We are looking for a dedicated, compassionate individual to join our team as a social worker assistant. Your responsibilities will include assisting licensed social workers, providing psychological, rehabilitation, and social support to families, and guiding individuals to find suitable benefits and social services.

To be a successful social worker assistant, you should have excellent communication, interpersonal, and problem-solving skills.

WAGE SCALE: Starting Wage: \$22.00
1 year: \$ 1.00 increase based on performance

PRIMARY DUTIES AND RESPONSIBILITIES:

- Assisting social workers with their daily tasks.
- Assessing residents and determining the type of help they need.
- Helping residents to complete the necessary paperwork to apply for assistance.
- Undertaking regular check-ins with clients.
- Conducts resident assessments and maintains related documentation including MDS, problem identification, and plans of care. Conducts mental assessments, geriatric depression assessments, AIMS test, risk assessments.
- Provides support to and counsels residents and families who are exhibiting problems due to emotional, social, financial, or similar distress. Acts as a resident advocate to assure resident rights are respected.
- Attends resident care conferences, Interdisciplinary team meetings, Behavior Wellness and other committee meetings as a representative of the department as required.
- Communicates with family members of residents who exhibit behavior problems. Inform of medication changes and possible side effects.
- Maintains behavior tracking sheets on all residents who present with behavior problems or are prescribed anti-psychotic medications.
- Assists residents and families with hospice referrals. Integrates Hospice social service and pastoral services care plans with Facility care plans.
- Completes Discharge Recapitulation of Stay.
- Maintains list of residents requesting room changes/private rooms. Informs residents and families when room is available and facilitate room change.
- Assists residents and families with complaints and assists with resolution of complaints.
- Is knowledgeable of Resident Rights and ensures resident privacy and dignity and helps ensure a safe, secure environment for all residents.

- Completes annual Inservice training requirements, maintains acceptable attendance, and dresses in accordance with Dress Code Policy.
- Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste, and fraud.
- Maintains confidentiality of all data, including resident, employee, and Facility information.
- Participates QAPI training and completes resident and family questionnaires.
- Scan in and attach all pertinent paperwork into MATRIX computer system.
- Investigates and completes aggressive/combatative events.
- Performs other duties as assigned.

JOB QUALIFICATIONS:

- An associate degree in social work, social sciences, human services.
- Social work experience in a long-term care or healthcare setting, including working with the geriatric population is preferred.
- Valid, unrestricted driver’s license.
- Interpersonal skills necessary to work productively with all levels of healthcare personnel, effectively communicate with residents, families, and general public, filing and organizational skills.
- Physical ability to sit in one position for extended periods of time.

WORKING CONDITIONS:

- Work is in a normal office environment, with time spent occasionally in a resident care environment with minimal exposure to communicable diseases when using universal precaution methods.
- Extended workday (beyond 8 hours/day) may be occasionally required.

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The Facility will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have received, read and understand the above Job Description and Description of Physical Demands.

EMPLOYEE

DATE