Job Description

TITLE: Social Services Director

RESPONSIBLE TO: Administrator

DEFINITION: Oversees Social Services Department and is responsible for assessing, organizing, planning and evaluating the quality and appropriateness of Social Services provided to residents of facility.

QUALIFICATIONS:

1. A bachelor’s degree in social work or a bachelor’s degree in human services field including but not limited to sociology, special education, rehabilitation counseling, and psychology.
2. One year of supervising social work experience in a health care setting working directly with individuals, or comparable experience.
3. Demonstrated competency in management and leadership skills.
4. Satisfactory personal and professional references.
5. Acceptable mental and physical health.
6. 3-5 years overall experience in a social services setting, preferably in long term care.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Overall management of the Social Services Department and staff.
2. Provide medically related social services to assist the resident to attain or maintain their highest practicable physical, mental and psychosocial well being.
3. Arranges services through community health and welfare resources for the interrogation of a comprehensive resident plan of care.
4. Conduct admission and ongoing assessments of residents relative to their psychosocial problems/needs and establish appropriate interventions. Initiate and periodically update the discharge plan on all residents; establish and implement referrals to appropriate community services when a resident is to be discharged.
5. Conduct ongoing evaluation of quality and appropriateness of social services provided.
6. Maintain good interpersonal relationships with nursing and facility personnel, residents, family, visitors and community agencies.
7. Act as a role model, leader, and innovator.
8. Promote public relations and quality assurance.
9. Know, educate residents/ families, and enforce resident rights and responsibilities.
10. Participate in formulation of the residents’ plan of care and perform updates, in cooperation with the multidisciplinary team involved in the residents’ care.
11. Coordinate and implement discharge planning with residents/families. Determine appropriate level of care and/or community services and facilitate referrals.
12. Contribute to an environment designed to enhance the positive self-image of residents and preserve their human dignity.
13. Conduct an ongoing evaluation of quality and appropriateness of social services provided by the facility. Maintain required clinical documentation for social services.
14. Attend required committee meetings such as department head, safety committee, behavioral review, restraint committee, or others established and required.
15. Maintain compliance with federal and state regulations for Social Services in Long Term Care facilities.
16. Assume primary backup status for the Admissions Director.
17. Perform screening, coordination and implementation of admissions in cooperation with Director of Nursing.
18. Complete admission process with resident and/or responsible party.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required

WORKING CONDITIONS

1. Works in well-lighted/ventilated temperature controlled office, with frequent trips to resident rooms and other offices throughout the facility.
2. Sits, stands, bends, lifts, and moves intermittently during working hours.
3. Regular work day subject to frequent interruptions.
4. Interacts with residents, families, visitors, other employees, medical personnel, outside contractors, government agencies, etc., on a daily basis under all conditions and circumstances.
5. May be subject to hostile and emotionally upset residents, family members, etc.
6. May be exposed to slippery surfaces, agitated residents, distraught family members, malodors, etc. throughout the workday.
7. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and Hepatitis B viruses.

SPECIFIC REQUIREMENTS

1. Prefer registered LSW.
2. Must be able to read, write and speak the English language in a clear and understandable manner.
3. Must possess the ability to make independent decisions when circumstances warrant such action.
4. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies, and the general public.
5. Must possess leadership ability and willingness to work harmoniously with and supervise professional and non-professional personnel.
6. Must have patience, tact, cheerful disposition and enthusiasm as well as be willing to handle residents based on whatever maturity level they are currently functioning.
7. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing social work practices.

**PHYSICAL REQUIREMENTS**

1. Must be able to sit/stand for long periods of time and make frequent trips to resident rooms and other office/areas throughout the facility.
2. Must be able to speak the English language in a clear and understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
5. Must be able to use standard office equipment including telephone and PC keyboard/mouse.
6. Must be in good general health and demonstrate emotional stability.

**RESIDENT AND STAFF SAFETY:**

Employees are responsible for actively participating in Valley View Nursing Center resident and staff safety improvement. Employees have the responsibility to: Identify processes or systems that could potentially lead to errors and adverse events. Know and follow organizational and department policies and procedures applicable to assigned duties. Avoid taking shortcuts or encouraging others in the organization to shortcut established policies and procedures as a means of facilitating resident care. Use sound judgement and awareness of potential hazards before taking action. Participate in required departmental and organizational resident and staff safety programs. Promptly report serious events and incidents in accordance with established facility policy and procedure. Assume responsibility for one’s own professional development and education to improve individual performance and facility resident safety. Work safely, as a condition of continued employment.
HIPAA Privacy Requirements

The Employee acknowledges and agrees that while performing job responsibilities for Valley View Nursing Center, the employee may create, receive, or review certain Resident Protected Health Information (PHI), as such term is defined in the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereon (The “HIPAA Privacy Rule”). The Employee further agrees to use and/or disclose PHI only as permitted or required to do their job, to use all reasonable efforts to maintain the security of the PHI, and to prevent the unauthorized use and/or disclosure of the PHI. Employee also understands and agrees to maintain PHI as confidential, and not divulge such information to any unauthorized third party for which PHI was not intended.

ACKNOWLEDGEMENT

I have read the job description and fully understand the requirements set forth therein. I hereby accept the position of Director of Social Services and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses.

____________________________
Date
____________________________
Signature
Social Service Director

____________________________
Date
____________________________
Signature
Administrator

Updated 11/11, 06/16