

JOB DESCRIPTION

Medical Social Worker (MSW)

JOB SUMMARY:

A Medical Social Worker (MSW) provides social work services to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Director of Clinical Services/Nursing Supervisor. Services are furnished by a qualified social worker or by a qualified social work assistant under the supervision of a qualified social worker.

QUALIFICATIONS:

1. A person who has a master's degree from a school of social work accredited by the Council on Social Work Education, and has one year experience in a health care setting, or
2. Has a baccalaureate degree in social work, psychology, sociology or other field related to social work, and has had at least one year experience in a health care setting (functions as an assistant).
3. Three to five (3-5) years experience, preferred.
4. One (1) year experience in home care, preferred.
5. Acceptance of philosophy and goals of Agency.
6. Ability to exercise initiative and independent judgment.
7. Ability to work with individuals to enlist cooperation of many people to perform/achieve a common goal.

RESPONSIBILITIES:

1. Understands and adheres to established Agency policies/procedures.
2. Understands and promotes principles of continuous performance improvement.
3. Acts as a consultant to other Agency personnel.
4. Participates in the coordination of Agency's services with the services of other community resources; uses community resources.
5. Observes confidentiality and safeguards all patient information.
6. Serves as a resource person to employees, patients, physicians and other allied healthcare providers.
7. Develops a cooperative relationship and communicates effectively and professionally with physicians.
8. Accepts responsibility for regular attendance and punctuality.
9. Maintains current knowledge of Medicare Conditions of Participation for social work services.
10. Immediately reports any accident, incident, lost articles or unusual occurrence to Director of Clinical Services/Nursing Supervisor.
11. Participates in inservices and/or continuing education programs.
12. Participates in patient care conferences.
13. Maintains contact with community support groups and provides professional expertise as required.
14. Plans/coordinates all social services within the Agency.
15. Documents all patient/family services provided as required by Agency policy.

