

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	SOCIAL WORKER	Grade	
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Department	CARE COORDINATION	Exempt	
Immediate Supervisor	CARE COORDINATION MANAGER	Non-exempt	
Supervisor next in line	CEO	Workweek	

POSITION SUMMARY

Responsible for providing family liaison and consultation, patient-centered family meetings, family therapy, clinical casework services and discharge planning to patients and their families. If credentialed for work in groups, provides consultations to groups on an as needed basis

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Clinical Experience and higher education preferred but not required.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

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| 1 | Provides family liaison and consultation, patient-centered family meetings and family therapy as indicated and approved by the patient and physician. Establishes and maintains productive working relationships with patients and their families. |
| 2 | Provides for the psychoeducational needs of patients and families. Helps family members understand all aspects treatment. |
| 3 | Conducts psychosocial assessments of patient and family members. Contributes treatment impressions to physician. |
| 4 | Provides ongoing clinical casework and discharge planning by protocol. |
| 5 | Helps patients and families plan treatment within the financial limits of the family resources. |
| 6 | Performs medical record documentation responsibilities as required in a timely manner. |
| 7 | Participates fully in Case Conferences by attending conferences for assigned patients and by presenting clinical casework and family treatment. |
| 8 | Provides consultation to groups in the Therapeutic Community on an as needed basis. |
| 9 | Other duties as assigned |

Knowledge, Skills, Abilities:

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Supports the mission, vision and values of the Center. Displays a strong patient service focus. Conducts all interactions in a confidential and courteous, professional and timely manner adhering to all Center policies. Ensures that the patients' rights are met. Anticipates patient and coworker requests. Responds appropriately to patient needs. Displays cultural competencies. Adheres to professional boundaries when relating to patients, families and co-workers. Meets goals to increase patient and family satisfaction. Strives for and implements continuous improvement. Actively participates in assuring compliance with key quality indicators selected by the department.

Cooperates with other staff members, keeps team members informed and fosters teamwork. Treats team members with respect, shares resources, shares knowledge, willing to assist with new projects and take on additional work, suggest more efficient work processes. Supports cooperative efforts among departments. Is a reliable member of the team. Participates in and contributes to staff meetings/supervision. Demonstrates flexibility and generosity.

Problem Solving – Displays analytical and basic problem solving skills, innovation and creativity, judgment, anticipates outcomes. Prioritizes planned and unplanned work. Troubleshoots unplanned situations. Communicates problems to managers, as appropriate.

Self Development – Learns all aspects of the position, including revised methods, within appropriate time frames. Completes all mandatory training and attends all required educational programs provided by the Center. Utilizes alternative continuing educational resources (seminars, conferences), which are realistic and cost efficient. Demonstrates job-specific and department specific competencies.

Demonstrates the knowledge and skills necessary to provide care, based on physical, psychosocial, educational, safety and related criteria, appropriate to the age of the adolescent, adult, middle-aged adult, older adult served. Competency considers the staff member's knowledge, skills and abilities as demonstrated in the following areas: knowledge of growth and development; ability to assess age-specific data; ability to provide age specific data to others; ability to interpret age specific response to treatment and ability to involve family and/or significant other in decision-making related to plan of care.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
X	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date