

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Medical Social Worker	Grade	
Department	Social Services	Exempt	
Immediate Supervisor	CNO	Non-exempt	
Supervisor next in line	CEO	Workweek	40
POSITION SUMMARY			
Assists in implementation of Social Services by providing services to inpatient, outpatient, emergency room patients, swing bed patients, families and community support.			
Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:			
<ul style="list-style-type: none"> ● 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)			
1	<u>PROGRAM IMPLEMENTAION</u>		
	<ol style="list-style-type: none"> 1. Promotion of services in observation, inpatient, ER and swing bed patients. 2. Assists in coordinating patient discharge and continuity of care planning 3. Ensures patient confidentiality. 4. Assists patients with information and referrals to community services. 5. Assists patients with accessing financial assistance and referrals. 6. Coordinates swing bed care plan meetings. 7. Provides patient and family emotional support as needed. 8. Participates in the Quality Assurance program. 9. Facilitates decision making on behalf of patients and families. 10. Employs crisis intervention 11. Educates staff on patient psychosocial issues. 		
2	<u>OUTPATIENT AND COMMUNITY SERVICES</u>		
	<ol style="list-style-type: none"> 1. Arrange personal contact with patients, physicians, families and service organizations regarding the welfare of the patient/client. 2. Facilitates a patient's discharge to a semi-independent or skilled nursing home facility. 3. Case Management for high risk pregnancy and/or infants under contract with County Health Nurse. 		
Knowledge, Skills, Abilities:			

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Medical Social Worker	Grade	
-----------------------	------------------------------	--------------	--

Knowledge of :

1. Hospital and Home Health/Hospice functions
2. Laws, government regulations, standards relating to the department of Social Services
3. Concepts of public relations
4. Medicaid, Medicare and Social Security as it relates to hospital and Nursing Home, rehabilitation, transportation, disability, Home Health, etc
5. Medical Social Work Practices
6. Grieving process
7. Aging process
8. Crisis intervention techniques
9. Emotional aspects of illness
10. Resources for confidential information
11. Child Welfare
12. Adult Welfare

Ability to:

1. Communicate verbally and in writing
 2. Actively listen
 3. Research and compile variety of resources
 4. Confront and problem solve effectively
 5. Make decisions on demand
 6. Prioritize, organize and delegate
 7. Handle numerous problems at the same time
 8. Work overtime as needed
 9. Update skills by reading and seeking information from appropriate resources.
 10. Adhere at all times to the technical/ethical standards of the job description and the philosophy of Central Montana Medical Center as a professional
 11. Work with critically ill and chronically ill persons
 12. Cope with stressful situations
 13. To assess patient's needs
 14. Cope with the dying process
 15. To recognize personal symptoms of burnout and act accordingly
 16. Maintain confidentiality
 17. Implement discharge plan for patients
- To recognize and handle crisis situation in the appropriate manner and procedure

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)

X	Sedentary	Exert up to 10# occasionally or negligible force frequently
	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

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Medical Social Worker	Grade	
----------------	-----------------------	-------	--

	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