

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	<b>Medical Social Worker</b>	<b>Grade</b>	
<b>Department</b>	Home Care Services	Exempt	
<b>Immediate Supervisor</b>	Home Health Manager	Non-exempt	
<b>Supervisor next in line</b>	Chief Nursing Officer	Workweek	<b>32</b>
<b>POSITION SUMMARY</b>			
Accountable to the Manager of Home Care Services for assistance in implementation of Social Services to Home Health/Hospice patients and families. As needed for inpatient and emergency room patients in conjunction with Acute Care and Utilization Review.			
<b>Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:</b>			
<ul style="list-style-type: none"> <li>● Actions and communications that contribute to a team concept and create a <b>positive</b> environment for <b>all</b> customers</li> <li>● Acceptable performance of essential and all job duties</li> <li>● Acceptable attendance record</li> <li>● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building</li> <li>● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct</li> <li>● Accountability for the consequences of own actions</li> <li>● Physical and emotional ability to perform essential functions</li> <li>● Acceptable background investigation results if required for position</li> </ul>			
<b>Minimum Education, Experience, Licensure, Certification required:</b>			
Must have Bachelor's Degree in Social Work. May have a related behavior science degree for Discharge Planner. A medical social worker, if doesn't have a master's degree, must be supervised by a Medical Social Worker who does have a master's degree or doctoral degree from a school of Social Work accredited by the council of Social Work Education.			
<b>ESSENTIAL FUNCTIONS/DUTIES:</b> (Must be able to perform with or without accommodation)			
<b><u>PROGRAM IMPLEMENTAION</u></b>			
1 Maintains an effective interagency relationships			
2. Assists in referrals, providing resources and communication with patients and families in the discharge planning process.			
3 Charts social histories and case findings			
4 Ensures patient's confidentiality			
5 Provides individual and family counseling			
6 Assists, when available, in services for emergency room and Acute Care patients			
7 Coordinate patient transfers and follow up with other departments			
8 Provides Medical Social Services to CMMC patients for resources, referrals, and advocacy and assists patients in navigating the health care system after new diagnosis and /or terminal illness.			
9 Implements case management/long term planning			
<b><u>PROMOTION OF SERVICES TO HOSPICE PATIENTS</u></b>			
10 Provides a psychosocial assessment for CMMC patients			
11 Participates in Hospice IDT (Inter disciplinary Team Meeting)			
12 Develops a care plan in conjunction with Home Health RN			
13 Provided counseling for Hospice patients and family			
14 Advocate for patient to ensure dignity and quality of life			

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	<b>Medical Social Worker</b>	<b>Grade</b>	
-----------------------	------------------------------	--------------	--

<b>OUTPATIENT AND COMMUNITY SERVICES</b>
15 Assists in referrals to Community Agencies providing services to assist with psychosocial needs
16 Facilitates Bereavement Support Group and may facilitate or co-facilitate other groups offered through CMMC
17 Arrange personal contact with patients, physicians, families and service organizations regarding the welfare of the patient/client.
18 Facilitates a patient's discharge to a semi-independent or skilled nursing home facility.
19. Assess patients in their home for home support services or possible placement in personal care home or nursing home at physician request
20. Case Management for high risk pregnancy and /or infants under contract with County Health Nurse.

**Knowledge, Skills, Abilities:**

<p><b>Knowledge of :</b></p> <ol style="list-style-type: none"> <li>1. Hospital and Home Health/Hospice functions</li> <li>2. Laws, government regulations, standards relating to the department of Social Services</li> <li>3. Concepts of public relations</li> <li>4. Medicaid, Medicare and Social Security as it relates to hospital and Nursing Home, rehabilitation, transportation, disability, Home Health, etc</li> <li>5. Medical Social Work Practices</li> <li>6. Grieving process</li> <li>7. Aging process</li> <li>8. Crisis intervention techniques</li> <li>9. Emotional aspects of illness</li> <li>10. Resources for confidential information</li> <li>11. Child Welfare</li> <li>12. Adult Welfare</li> <li>13. Knowledge of voluntary/Involuntary commitment processes</li> </ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"> <li>1. Communicate verbally and in writing</li> <li>2. Actively listen</li> <li>3. Research and compile variety of resources</li> <li>4. Problem solve effectively</li> <li>5. Make decisions on demand</li> <li>6. Prioritize, organize and delegate</li> <li>7. Handle numerous problems at the same time</li> <li>8. Work overtime as needed</li> <li>9. Update skills by reading and seeking information from appropriate resources.</li> <li>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</li> <li>11. Work with critically ill and chronically ill persons</li> <li>12. Cope with stressful situations</li> <li>13. Cope with the dying process</li> <li>14. Assess patients' needs</li> <li>15. Recognize personal symptoms of burnout and act accordingly</li> <li>16. Maintain confidentiality</li> <li>17. Implement discharge plans for patient</li> <li>18. Recognize and handle crisis situation in the appropriate manner and procedure</li> <li>19. Maintain appropriate boundaries</li> </ol>
--

**OCCUPATIONAL EXPOSURE for this position:**

	<b>Category I</b>	Direct contact with blood or other bodily fluid to which universal precautions apply
--	-------------------	--

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

<b>Position Title</b>	<b>Medical Social Worker</b>	<b>Grade</b>	
-----------------------	------------------------------	--------------	--

	<b>Category II</b>	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
<b>X</b>	<b>Category III</b>	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
	<b>Other (Specify)</b>	

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

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