



## **JOB DESCRIPTION**

<b>Job Title:</b>	Social Worker, BA	<b>Position Code:</b>	198042
<b>Exemption Status:</b>	Non-Exempt	<b>Department:</b>	Program Services
<b>Reports To:</b>	Director of Social Services	<b>Division:</b>	Residential Treatment
<b>Review Date:</b>	November 2010	<b>Supervises:</b>	None
		<b>Facility:</b>	MCMHTF

### **Summary**

This position assesses patients from a psychosocial perspective and provides ongoing assistance with benefits, community and facility resources, family work and education, Baker Act, and Guardianship and Forensic Issues. Conducts groups and maintains communication links between the treatment team and families, guardians and community providers. The Social Worker coordinates all aspects of discharges.

### **Primary Duties and Responsibilities**

- Provides comprehensive therapeutic services and completes biopsychosocial summary.
- Develops and implements interventions for barriers to discharge, coordinates all discharge planning and documentation, updates all discharge lists, documents all direct and collateral contacts into the medical record, advocates and negotiates internal and external systems on behalf of the patient within the scope of clinical training and consistent with professional standards.
- Seeks to enhance the capacity of patients to address their own needs. Utilize all patient contact as opportunities for therapeutic intervention.
- Cooperates with colleagues to serve the well-being of the patients. Participates in and contributes to decisions that affect the well-being of the patients. Seeks the advice and counsel of colleagues when is in the best interests of patients. Attends weekly department meetings and participates actively in problem solving and idea sharing within department.
- Applies sensitivity to cultural diversity issues, treats patients as an individual, and considers the culture of the patients when providing care and treatment.
- Applies knowledge about care and treatment needs to patients of different ages. Provides individualized care and treatment that is consistent with/sensitive to the age and life span developmental needs of each patient.
- Assists in the improvement of the facility's service delivery.
- Performs other duties as assigned.

### **Minimum Requirements**

- Bachelor's degree with three years experience in Social Work or Mental Health Counseling from an accredited college or university and a Licensed Social Worker is required.
- Master's degree in Social Work is preferred.
- Knowledge of the DSM, the chronically mentally ill, and community resources.
- Must be able to communicate effectively with all levels within the facility, in addition to a variety of outside customers with varying interests.

**NOTE:** Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Must be able to thoroughly and effectively document all work performed in the position.
- Ability to read and communicate in English.
- High degree of empathetic listening, tact and kindness toward others.
- Excellent written and verbal communication.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

	NEVER	OCCASIONALLY (0-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
LIFTING OR CARRYING				
1-10 LBS		X		
11-20 LBS		X		
21-40 LBS		X		
41-60 LBS	X			
61 OR MORE LBS	X			
PUSHING OR PULLING:				
1-40 LBS		X		
41-60 LBS	X			
61 OR MORE LBS	X			
BENDING OR STOOPING		X		
REACHING ABOVE SHOULDER LEVEL		X		
DRIVING AUTOMATIC EQUIP. VEHICLES	X			
WORKING WITH MACHINERY	X			
CLIMBING		X		
WALKING		X		
STANDING		X		
SITTING			X	
WORKING IN EXTREME TEMPERATURES	X			

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