



## **JOB TITLE: Medical Social Worker**

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**STATUS:** Full-time/Non-Exempt  
**SALARY:** DOE  
**SUPERVISOR:** Clinical Director  
**CREATED:** July 2016; Rev. Oct. 2017; Aug. 2018

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Coastal Home Health & Hospice is an equal opportunity employer: CHHH does not discriminate against applicants or employees based on race, color, sex, religion, age, national origin, physical or mental disability, sexual orientation or gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law.

If an employee needs accommodation to perform the essential functions of the job as outlined below, he or she should notify his or her supervisor or the Executive Director. CHHH will work with the employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the company.

### **POSITION SUMMARY:**

Provides comprehensive psychosocial services and supportive counseling for hospice and home health patients, families, and caregivers. Core member of the Hospice Interdisciplinary Team (IDT).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Including, but not limited to the following:*

1. Assesses the psychosocial status of patients, families, and caregivers in relation to the patient's medical condition and environment.
2. Identifies psychosocial goals and expectations and in coordination with care team, develops a Plan of Care which helps patient/family to maximize quality of life and which supports the patient's goals.
3. Provides explanation of hospice philosophy of care; coverage and services, and payer source benefits, either as a pre-hospice referral or at the time of admission.
4. In collaboration with IDT, works in partnership with the patient and family to identify issues that may complicate life closure.
5. Provides supportive counseling to patient, family, and/or caregivers regarding the psychological aspects of illness, palliative and end-of-life care, as well as issues identified by the patient as important/relevant. Conducts family meetings as indicated.
6. Assesses patient's financial resources; completes Patient Financial Disclosure documents for patients with limited or no insurance.
7. Assures that medically related and social needs of patients are met and maintained on an individual basis.
8. Assists patient/families to identify with and find mechanisms for dealing with stress which accompany

Medical Social Worker



- illness. Assists them in formulating plans for enhancing patient's health and well-being.
9. Coordinates community resources, including caregiver assistance, placement
  10. options, meals, transportation, financial resources, nursing home placement, etc.
  11. Serves as liaison between patients, families, caregivers and community agencies to advocate for and maximize resources for the patient.
  12. Completes clinical documentation reflective of the patient services performed per agency standards.
  13. Collaborates with other members of the IDT including bereavement, spiritual care and volunteers.
  14. Collaborates with other home health disciplines to ensure coordination of care.
  15. Coordinates and/or participates in various support groups as determined by agency programs and identified community needs.
  16. Participates in community education, including volunteer training and marketing.
  17. Participates in patient care conferences, discharge planning and in-service programs.
  18. Other tasks or projects as directed by the Clinical Director.

#### **QUALIFICATION REQUIREMENTS:**

##### *Education, Certification, and Licenses -*

- Education - Bachelor's Degree or Master's Degree from a school of social work accredited by the Council on Social Work
- License by the state to use the title of social worker. (LMSW, LCSW, CSWA)
- Current Driver's License.

##### *Experience -*

- A minimum of one year of experience in Social Work in a health care setting with home care, hospice, or palliative care experience preferred.

#### **KNOWLEDGE AND SKILLS NECESSARY TO PERFORM JOB RESPONSIBILITIES:**

- Strong verbal and written communication skills
- Knowledge of principles and philosophy of Medical Social Services as related to Home Health and Hospice care.
- Thorough understanding of counseling techniques and psychosocial assessments.
- Understanding of hospice philosophy; palliative and end-of-life care.
- Working knowledge of applicable state and federal regulations and standards of practice governing the delivery and reimbursement of social work services.
- Knowledge of community resources.
- Knowledge and expertise in family and social dynamics, human behavior and conflict resolution.
- Ability to work independently with little supervision and demonstration of satisfactory problem-solving skills.
- Work as an integral member of the Home Health and Hospice care teams.
- Relate to and treat acutely ill/chronically ill patients/families within scope of practice.
- Possess the disposition and personality to work harmoniously and professionally with a wide variety of



people and personality types

- Ability to work flexible hours as required to meet identified patient needs.
- Absolute integrity and the use of good judgment to handle professional and confidential nature of assignments.

**PHYSICAL DEMANDS/REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to operate standard office equipment; reach with hands and arms; talk to patients, family members, answering service, and co-workers, and hear their words; vision requirements include close, distance and ability to adjust focus. The employee is required to walk, stoop, kneel, crouch and climb stairs, adjusting from sitting and standing is required.
- Ability to perform tasks involving physical activity; extensive bending, standing, walking or sitting may be required.
- Ability to deal effectively with stress.
- May occasionally drive for long periods of time.

**WORK CONDITIONS/ENVIRONMENT:**

- Employee may encounter various environmental situations in individual patient homes, including odors, tobacco smoke or animals. Tasks may involve exposure to blood, body fluids or tissues.
- Travel is required within entire service area.



**Job Title:** Medical Social Worker

**Employee:** \_\_\_\_\_

**Job Description Acknowledgement**

The contents of the attached job description have been discussed with me, and I acknowledge that I have received a copy thereof.

I understand that job descriptions include a summary of job requirements, duties and responsibilities; qualifications, supervisory roles, work environment, and other factors relevant to the position, but do not necessarily cover every task or duty which might be assigned to me as an employee of Coastal Home Health & Hospice, and additional responsibilities may be added as necessary.

Based on the duties outlined in the attached job description, I acknowledge I am able to perform the essential functions of this job with or without reasonable accommodation.

Please explain if necessary:

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Job descriptions do not form a contract of employment nor in any way alter the “at-will” employment relationship.

**Signature:**

\_\_\_\_\_

**Date:**

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Medical Social Worker