

1JOB TITLE: Director of Social Services

DEPARTMENT: Social Services

DATE: April 11, 2006

JOB DESCRIPTION

JOB SUMMARY:

Provides direct casework services to residents and families; group work service counseling to aid residents and families in adjusting to changes which have social and psychological effects on their lives.

REPORTING RELATIONSHIP:

REPORTS TO: Administrator

SUPERVISES: Social Services Assistant

QUALIFICATIONS

EDUCATION: BA degree in Social Welfare or related subject preferred or Social Services Designee Certificate.

EXPERIENCE: 1-year prior experience in a Long Term Care Facility desirable.

OTHER SKILLS AND ABILITIES REQUIRED:

- Have a sincere desire to be of service to the senior population and their families.
- Good communication skills, both verbal and written.
- Courtesy and tact when dealing with potential residents and their family members.
- Good organizational skills; ability to handle multiple priorities, and supervise staff.

- Self-motivated.
- Knowledge in the dynamics of human behavior and individual and group social relationships.
- Ability to establish and maintain effective relationships with other departments, families and residents.
- Ability and willingness to implement and follow policy and procedures of the community.
- Knowledge in State and Federal regulations
- Computer and typing skills.
- Ability to work as part of a team
- Regular and punctual attendance
- Willingness and ability to implement facility policy & procedures
- See physical demands list

JOB RESPONSIBILITIES:

A. Liaison between residents and their families:

1. Maintains contact with families in order to maintain meaningful relationships with them.
2. Notifies families of moves within the residence, according to facility Patient Care Policies.
3. Supervises mail for individuals whose mental functions are impaired.
4. Makes referrals to appropriate resources in the community for resident and related family problems.

B. Initial contact person for resident grievances.

C. Participates in patient care conferences as a member of the team:

1. Identifies social/psychological needs of residents.
2. Records pertinent information about those needs in the integrated progress notes.
3. Invites the resident and care-responsible party to participate in conferences.
4. Provides information regarding the plan of care to the resident or care-responsible party when they are unable to attend.

D. Visits all new residents:

1. Does a social assessment and social history upon admission, quarterly and as needed.
2. Reads and interprets the resident Bill of Rights.
3. Introduces new residents to other residents.
4. Answers any questions they may have.
5. Provides support during the initial adjustment period.
6. Completes the social services portion of the comprehensive and quarterly assessments per the RAI regulations.
7. Evaluates the needs for vision, dental and hearing consultations.

E. Coordinates Medical Assistance application:

1. Provides information to residents and family members.
2. Helps in making application if no family member or responsible party is available.
3. Provides assistance to the Office Manager in obtaining medical assistance.

F. Performs other tasks as assigned by the Director of Nursing Services.

1. Participates in Patient Care Conferences.
2. Involved in resident and family council activities.
3. Internally audits activities to ensure compliance with regulations.
4. Attendance at mandatory in-services.
5. Participates in department meetings.
6. Other projects as assigned.

Physical and Sensory Requirements (With or Without Aid of Mechanical Devices): Walking/mobility, reaching, bending, fine hand coordination, grasping, pulling, lifting; ability to hear and respond to pages; ability to distinguish smells, tastes, and temperature; ability to read and write; ability to understand and follow written and oral instructions; ability to verbally communicate with residents and others; ability to understand and apply training and in-service education; ability to instruct personnel during training education and staff meetings; and ability to remain calm in emergency situations and when handling multiple tasks.

Employee

Date

Supervisor

Date

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