

## **SOCIAL WORKER**

### **General Definition of Work**

Performs intermediate advanced human support work providing and implementing psychosocial care to Hospice clients and families in coordination with the interdisciplinary team, consistent with the philosophy, definitions, purpose and goals of the Hospice Program; providing all psychosocial services to Hospice clients and families including assessment, intervention, support, counseling, bereavement care, coordination and implementation of medical social services., and related work as apparent or assigned. Work is performed under the limited supervision of the Public Health Supervisor.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Essential Functions**

Advocates for client and family regarding end-of-life goals and wishes to promote the client's dignity, self-preservation, self-worth and independent decision-making and functioning; collaborates with the interdisciplinary team to establish client's plan of care including goals and interventions to meet the individual needs of the client and family/support system; schedules and provides visits to complete the psychosocial assessment, identifying and assessing current problems and establishing planned interventions; visits with the client and family to provide therapeutic interventions to meet client and family goals, including documentation in the client record; facilitates discussions with client and family to provide education regarding caregiving options, caregiver resources, financial information, community resources, nursing homes and end-of-life intervention and goals, including advocacy, support and counseling and bereavement information, resources and support.

Completes initial bereavement assessment within 14 days of client's death to assess and identify grief and bereavement needs; provide support and counseling, resources or referrals as appropriate; coordinate and facilitate bereavement support group including educational presentations and resources.

Attends and participates in interdisciplinary care conferences to provide client advocacy, establish goals and interventions, facilitate communication and collaboration and provide emotional support to the client, family and primary caregivers.

Provides ongoing support to Hospice interdisciplinary team regarding continued intervention with clients and families facing end-of-life impending death and the dying process; facilitates communication and support with the Hospice support staff and volunteers; facilitates meetings with the volunteer coordinator and volunteers to provide support, grief and bereavement resources, program updates and information; provides community outreach and education regarding end-of-life issues and decisions, including grief and bereavement resources and support.

Provides consultation and discussion with referred clients and families or support systems regarding Hospice philosophy, objectives, procedures, services and to complete admission paperwork and forms; participates in Hospice quality assessment improvement activities; provides bereavement outreach, counseling and resources to community facility staff; assesses safety, vulnerability and at-risk client and family situations, providing referrals or interventions as appropriate.

Provides assessment of mental health or alcohol/drug dependency of client or family and provides support and education to Hospice staff.

Contributes to the development of organizational competencies that strengthen the quality and performance of public health practice and participates in organizational capacity building and training activities to advance public health competencies.



## **Social Worker**

### **Knowledge, Skills and Abilities**

Required Competency and Skills: Knowledgeable of Tier 1 Public Health Core Competencies and demonstrates commitment to increasing individual skills in all eight focus areas including such responsibilities as basic data collection and analysis, fieldwork, program planning, outreach activities, programmatic support, and other organizational tasks.

Thorough knowledge of related industry, organization and department policies, practices and procedures; related industry, organization and departmental legal guides, recommendations, best practices, ordinances and laws; Hospice conditions of participation and Hospice Medicare guidelines; timesheets, letters, technical reports and medical record documentation; standard office equipment, standard office software and standard accounting software; the psychosocial needs of the dying patients and families, including end-of-life decisions and issues, anticipatory grief and the grieving process; human growth and development including physical, cognitive, emotional, spiritual and chronological maturation processes; vulnerable adult, abuse, mental health, alcohol and drug dependence issues and resources; community and financial programs and resources. General knowledge of spreadsheets, medical records and attendance records. Ability to make arithmetic computations using whole numbers, fractions and decimals, and to compute rates, ratios and percentages. Skill in public speaking and group facilitation. Ability to maintain and respect client confidentiality and the confidentiality of documentation and records; to be non-judgmental and culturally appropriate with each client and family member to whom services are provided; to organize, prioritize and work independently, including accountability in meeting Medicare conditions of participation.

### **Education and Experience**

Bachelor's degree with coursework in social work, or related field and one to three years of experience in medical social services, including medical diagnosis and treatment.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires walking and using hands to finger, handle or feel and occasionally requires standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

CPR certification

Minnesota Social Work Licensure

Upon employment or within six months of hire, training in AWAIR, Employee Right to Know, NIMS, bloodborne pathogens, TB/respiratory protection, Emergency Action Plan, HIPAA, Data Practices, and fire training.

Valid driver's license in the State of Minnesota