

Employee Name:



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas.

## Job Description Licensed Social Worker

<b>Reports To:</b> Counseling Services Coor.	<b>Location:</b> 4
<b>Benefits Eligible:</b> Yes	<b>Grade:</b> 35
<b>Type of position:</b> Full Time Hourly	<b>ID:</b> 51
<b>Routine Driver:</b> Yes	<b>Tier:</b> 1
<b>EEOC Classification:</b> Professional/Non-Supervisory	

### Position Summary

Actively participate in the coordination of all aspects of patient's hospice care, in accordance with current professional standards and practice. Provide medical social services based on the patient's psychosocial assessment and the patient's and family's acceptance of these services. Utilizing a team approach to promote quality hospice care.

### Qualifications

Minimum of a bachelor's degree from a school accredited and approved by the Council of Social Work Education Master's degree preferred. Current SW license, valid driver's license and dependable transportation with auto liability. One year of social work experience in a health care setting is required.

### Physical Requirements

**Light Work:** Sitting/standing, exerting up to 20lbs. occasionally and/or 10lbs. frequently

**The minimum requirements of an employee in this position:**

- Ability to perform repetitive tasks and/or motions
- Ability to hear alarms/ telephone/normal speaking voice
- Must exhibit good eye-hand-foot coordination
- Clarity of vision with/without corrective lenses

### Other Requirements

- Must have valid Current Driver's License
- Must maintain current automobile insurance coverage
- Furnish own transportation
- Must keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The current President/ CEO of SHARE Foundation, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap

### SHARE IMPACT Values

The values of SHARE are:

**Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork**

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

### Evaluation Instructions

**Evaluation Key:** Met (M) Needs Improvement (NI) Not Met (NM)

Complete electronically or in ink. Do not erase or use white out and initial any corrections.

Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

### Essential Job Functions

Requirement	Key	Evaluation Comments
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#### Assessments- Follow the Model Visit

Complete initial Psychosocial Assessment within <u>5days</u> of patient admission to home or nursing home, within <u>72</u> hours for patient admission to JRWHH.		
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Depending on patient acuity, the expectation is to make 4-5 visits per day with documentation. Admission/consult visits are included in the total daily visit expectation. However, delivery only visits do not count toward this total.		
Perform patient consult/admission visits for assigned service areas; assisting nurse in explanation of the hospice benefit. Also, completion of psychosocial assessment if patient admits to program.		
Continually assess patient/family social, emotional, bereavement, cultural, spiritual and economic needs that may impact their ability to cope with patient's death or impending death. On average, RHC patients should be seen twice a month. GIP patients and those RHC patients nearing active dying stage should have an increase in visit frequency.		
In addition to initial bereavement assessment, upon patient recertification, patient death, or prior to death if appropriate, complete bereavement referral		
<b>Plan of Care</b>		
Incorporate information from psychosocial and continual assessments into an individualized plan of care that reflects patient/family goals and interventions based on assessments		
Update plan of care as patient/family needs change as determined by continual assessments noting progress toward goals; including medical record updates at a minimum of every 14 days.		
Enter visit frequency as soon as notified of patient admission in order for a complete Plan of Care to be sent to attending physician.		
Follow Model Visit Template		
<b>Plan of Care - Interventions</b>		
Following the plan of care, work with the IDG to meet the physical, medical, psychosocial, emotional, bereavement, and spiritual needs of patients/families		
Complete task-oriented services such as: assisting patient/family in securing financial help, obtaining funeral services, assessing insurance benefits		
Make referrals and coordinate care with team members and other agencies.		
Assist patient/family/caregiver with education, training, and group work as appropriate to their responsibilities for care and services		
Serve as an advocate for patient/family, particularly to overcome barriers to needs being met		
<b>Teamwork</b>		
Attend IDT and other team meetings		
Enter updated POC into medical record as part of visit documentation in preparation for team meeting.		
Encourage teamwork by showing respect, demonstrating a positive attitude, listening and evaluating other team members' ideas.		
Respond promptly to all phone calls and communications		
Display flexibility and a willingness to accept change		
<b>Promote Quality Hospice Program</b>		

Maintain strict confidentiality of patient/family/caregiver information		
Actively assess and help implement patient last wishes.		
Consistently follow policies, procedures, and standards of practice		
Communicate problems/concerns to Counseling Services Coordinator		
Actively cooperate in Quality Assurance and Performance Improvement Program		
Demonstrate knowledge of and compliance with federal, state, and local regulatory and licensure information		
Uphold the agency Values & Mission		
<b>Support Palliative Care</b>		
Provide social, emotional and cultural support and resource education for palliative care patients in person or telephone as ordered by NP		
<b>Other Requirements</b>		
Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Adhere to the attendance policy and manage time efficiently		
Perform other duties as assigned		
Provide proof of current valid driver's license and current automobile insurance to SHARE administration each time documents renew		
Keep a working cell phone at all times while on duty. Immediately report any phone number changes to your supervisor.		
<p>This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.</p>		
<b>Evaluation Summary</b>		
<b>Met last year's goals:</b>		
<b>Evaluation Goals for Up Coming Year:</b>		
1.		
2.		
3.		
4.		
<b>Recommendations:</b>		
<b>Employee Comments:</b>		

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>ED Review:</b>	<b>HR Review:</b>

## **IMPACT Values**

### Employee Self-Evaluation

SHARE's IMPACT values are the principles and ideals that bind the SHARE Foundation together including patients, members, customers, clients, employees, vendors, and all stakeholders. In an ever-changing work environment these core values are constant. They underlie our work and how we interact with each other. They are the expected behavioral standards we abide by in our everyday work life. Your supervisor will evaluate you in these areas on your performance evaluation and it will be part of the consideration for merit increase. You are being asked to take some time for self-reflection and to complete a self-evaluation. Please describe how you feel you demonstrated IMPACT values in this evaluation period. To help you get started, each value has an example statement to help you think about each value. Please feel free to describe how you demonstrate IMPACT values in your own words.

#### **Integrity**

Example statement: When on the job I demonstrate that I do the right things by:

#### **Motivated**

Example statement: I show commitment to doing the best work the right way by:

#### **Professionalism**

Example statement: At work I demonstrated the following behaviors that are a model for others to follow:

#### **Adaptability**

Example statement: I have shown that I am flexible and open to change by:

#### **Compassion**

Example statement: I demonstrate how people (patients, members, students co-workers) matter to me by:

#### **Teamwork**

Example statement: Here are some ways that I demonstrated my willingness to share ideas, contribute the quality of the department along with my co-workers by:

Employee Signature: \_\_\_\_\_