



## **JOB DESCRIPTION**

**TITLE:** Social Worker  
**REPORTS TO:** Director of Social Services  
**FLSA STATUS:** Non-Exempt / 1.0 – 0.5 FTE

**SUMMARY:** The hospice Social Worker furthers the mission of hospice by providing clinical support to patients and their families in conjunction with the other members of the hospice team. The Social Worker has special expertise related to the psychosocial, spiritual, bereavement, environmental and financial needs of hospice patients and their families.

**MINIMUM QUALIFICATIONS:** Bachelors Degree in Social Work from an accredited School of Social Work, Masters preferred; current State of Idaho license in good standing; two (2) years supervised social work experience in health care setting preferred; valid driver's license, personal vehicle for on-the-job transportation, and evidence of insurance coverage as required by HONI policy required.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Excellent oral and written communication skills;
- Proven ability to handle confidential information and work with minimal supervision;
- Proficient in word processing and solid computer skills, in addition to the use of automated equipment and software;
- Ability to multi-task;
- Detail oriented;
- Strong decision making and problem solving skills;
- Ability to function independently;
- Ability to prioritize;
- Ability to collaborate and work effectively with other disciplines as a team.

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

- Provide psychosocial care of patients and families, however the patient defines 'family;' care is to be provided according to Medicare guidelines;
- Perform psychosocial and spiritual assessments within five (5) days of admission visit; Financial needs also to be addressed. Plan of Care (POC) to be developed, updated, and revised as necessary for appropriate care no less than every 15 days;
- Provide supportive counseling to the individual and family within the Social Worker's scope of practice;
- Advocate for patients and families to maximize psychosocial support within the scope of standards of practice;

- Communicate, coordinate, and collaborate with team members to plan and implement POC, keeping in mind interdisciplinary roles;
- Facilitate family conferences as necessary to assure best care, understanding of POC and client-status changes; assist in working through family crises;
- Complete financial disclosure form with patient or family, when appropriate, and provide financial advocacy and counseling;
- Maintain current and confidential medical records according to Medicare guidelines; documentation to include ongoing updates of the POC, assessment forms for each visit, volunteer contact, and death/discharge summaries;
- Assist in securing durable medical equipment (DME);
- Participate in weekly Interdisciplinary Team (IDT) meetings to facilitate and coordinate POC;
- Promote a work environment of mutual respect;
- Coordinate discharge planning with hospital and skilled nursing facility (SNF) personnel; facilitate discussion of grievances between HONI and facility staff;
- Facilitate funeral planning as appropriate;
- Communicate, coordinate and collaborate with ALF and SNF staff; offer support to grieving staff as appropriate;
- Maintain knowledge of appropriate community resources and act as a resource to hospice team on psychosocial issues and community resources;
- Act as a liaison to community resources (Medicaid, Aging and Adult Services, private duty care agencies, ALF, SNF, Meals on Wheels, etc.) for clients;
- Assist with Advance Directives including Living Wills, POST, etc.;
- Assist with and facilitate Medicaid applications as well as other care programs;
- Act as a liaison to religious/spiritual institution; support spiritual care;
- Act as a resource and support person to caregiving volunteers;
- As a death and dying resource and advocate for the community;
- Fulfill role as on-call Social Worker on rotating basis;
- Maintain an appropriate caseload based on the number of scheduled work hours and distance traveled;
- Participate in HONI sponsored educational in-services, staff meetings, and agency events;
- Perform Social Work Services in compliance with HONI Policies and Procedures and the NASW Code of Ethics;
- Provide bereavement support and counseling to designated Primary Bereaved as needed which might include needs assessment, supportive visits and phone calls, referrals to community resources, and/or referrals to HONI bereavement support groups. This care is to be provided within the Social Worker's scope of practice.
- Act as facilitator or co-facilitator of bereavement support group(s) as assigned;
- Present about hospice services to community groups as requested;
- Communicate with respect, diplomacy and generosity.

**OTHER RESPONSIBILITIES:**

- Other duties as assigned.

**SAFETY:** Hospice of North Idaho enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.

**PROCEDURE COMPLIANCE:** Employee must read and understand the general and specific operational, safety, and environmental requirements of all plans, procedures, and policies pertaining to this job.

**AMERICANS WITH DISABILITY SPECIFICATIONS**

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

**WORKING CONDITIONS:** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may be completed at a Hospice of North Idaho's patient's home, skilled nursing facility, assisted living facility, hospital, Schneidmiller House or at the HONI Office.

While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

**ACKNOWLEDGEMENT:**

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have received, read and understand this explanation and job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

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Signature

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Employee Name Printed

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Date