

Black River Memorial Hospital
JOB DESCRIPTION/PERFORMANCE APPRAISAL

Job Title: Social Worker	Employee Name:
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Created on: 11/01/94	Department: Patient & Family Services	Pay Type: Non-Exempt
Reports To: Patient & Family Services Director	Reviewed on: 08/27/09	Revised: 04/07/95, 08/01/96, 03/21/97, 01/05/00, 01/01/01, 04/04/03, 12/01/03, 09/15/04, 8/27/09, 08/19/10, 04/04/12, 06/02/13, 09/09/14, 06/01/16, 03/09/17

POSITION SUMMARY: Works as part of the total health care team to help meet the social, economic, emotional and spiritual needs of patients and their families during hospitalization or times of crisis. Provides for appropriate planning to ensure these needs are adequately met after discharge.			
I. Essential Duties and Responsibilities	E	S	U
1. Maintains standards of Social Work excellence in accordance with standards set forth by the Wisconsin Department of Health Services, National Association of Social Work, the Joint Commission, and the policies and procedures of the hospital.			
2. Receives consults from multidisciplinary team based on admission assessment, patient/family requests, physicians orders, multidisciplinary discharge planning meetings and outside hospitals. Identifies patients in need of discharge planning during the multidisciplinary meeting.			
3. Participates in the multidisciplinary discharge planning process. Incorporates a multidisciplinary approach to include the patient, hospital staff, and patient's family/significant others to develop and implement a plan to meet the patient's needs. Facilitates multidisciplinary discharge planning meetings and care conferences.			
4. Documents social work interventions consistent with documentation guidelines.			
5. Prepares, maintains and keeps current departmental records, reports, statistics, memos and other documents as required.			
6. Assists with the coordination of the swing-bed program.			
7. Participates in the on-call rotation, including weekends, holidays and evenings.			
8. Provides education and assistance with advance care planning for hospital patients and community members. Refers for legal guardianship when a patient has been found to be incapacitated.			
9. Participates in the functional responsibilities of the Patient and Family Services Department.			
10. Follows the hospital's attendance policy.			
Additional Duties			
11. Performs other duties as assigned or as opportunities arise.			

Educational Qualifications:

- Bachelor’s degree from a four-year college or university in social work or related field.
- 1-2 years related experience in a health care setting preferred.
- Current social work certification from the State of Wisconsin.

Work Relationship:

- Reports directly to the Patient and Family Services Director.
- Extensive contact with patients, doctors, nurses, rehabilitation personnel and community support agencies.
- Regular contact with the public.
- Occasional contact with vendors, community and civic organizations.

Working Conditions:

- Work is performed largely in a pleasant hospital environment with minimal chance for personal injury.
- Potential exposure to infectious diseases.
- Occasionally works near moving mechanical parts.
- Occasionally works in outside weather conditions.
- The noise level in the work environment is usually moderate.
- Some travel is required.
- Rotating on-call required.

Physical Requirements:

- Frequently required to sit and stand.
- Occasionally required to stoop, kneel and crouch.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently required to lift and/or move up to 10 pounds of department supplies and equipment.
- Occasionally required to lift and/or move up to 25 pounds of department supplies and equipment.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

Acknowledgement:

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

Employee Signature

Date