



Position: Director of Social Service
Reports Directly To: Administrator

Qualifications:

B.A. degree in Social Work or Behavioral Sciences.
Licensed Social Worker.

Reports to:
Nursing Home Administrator

Job description: Performs duties and implements programs that meet physical, mental, and psychosocial needs of the residents. Is involved in marketing and coordinates admissions and discharges. Acting Grievance Official.

Duties

- **Pre-admission**
 - Collects necessary information on all inquires
 - Gives general information about the facility
 - Tours families and prospective residents around the facility
 - Prescreen with the Director of Nursing or ADON to assure that needs can be met by the facility
- **Admissions**
 - Coordinates with hospital, other facilities, resident and family for admission
 - Orients new residents and family to the facility
 - Reviews all admission forms with the resident and/or family and answers any questions
- **Social History and Assessment**
 - Completes a social history for each resident within 10 day of admission.
 - Updates as necessary.
 - Complete comprehensive assessment at time of admission and annually.
 - Reviewed quarterly.
- **Care Plans**
 - Assist with developing care plan for each resident
 - Reviews at least quarterly
 - MDS
 - Attends Multi-Disciplinary Team meetings
 - Coordinates care conferences with residents, family and staff
- **Grievance Official**
 - Responds to grievances per regulations
 - Maintains grievance log
 - Discusses grievances with management team
 - Facilitates resolution
- **Confidentiality**
 - Maintains information on all residents in a confidential manner
 - Encourages others to respect confidentiality
- **Progress Notes**
 - Writes notes a minimum of quarterly

- **Discharge Planning**
 - Discharge coordination
 - Works with resident, family, nursing, physician and community resources to maintain continuity of care upon discharge
- **Community Resources**
 - Maintains file of available resources.
 - Makes referrals as needed.
- **IDT**
 - Attends and participates in interdisciplinary team meetings.
 - Participates in quality assurance
- **Services for families**
 - Assists and refers families to appropriate sources for financial arrangements
 - Investigates complaints and answers inquiries
- **Additional Services**
 - Assists with problems of residents, families and service providers
 - Maintains and cultivates relationship with residents and family
 - Assists residents in obtaining necessary equipment and personal items, ie. clothing, etc
 - Assists residents and/or families with completing forms as needed
 - Is involved with other departments in room changes
 - Assists resident in adjusting to room changes
 - Gives proper notice prior to room change
- **Committees**
 - Serves on committees, as appointed, to maintain quality of care
- **Community Involvement**
 - Continually updates knowledge by attending seminars, workshops and classes
 - Represents the facility at professional organizations when appropriate
- **Policies and Procedures**
 - Continually updates policy and procedure manual as needed
- **Safety**
 - Practice safety precautions in accord with the home's safety procedures and attends required inservices
 - Practice and promote Infection Prevention and Infection Control
- **PROMOTE AND MARKET Central Health Care**
 - Communicate and collaborate with Administrator and Management team any grievances, issues or concerns.
 - Work with team members in resolution

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Printed Name: _____

Employee
Signature: _____ Date: _____