



Institute on Aging

Helping Bay Area Seniors Live Independently

POSITION DESCRIPTION

POSITION TITLE: Social Worker

REPORTING RESPONSIBILITY: Clinical Supervisor / Program Manager

MULTIPLE POSITIONS MAY BE AVAILABLE - SEE BELOW

The following Position Description describes all Institute on Aging Social Worker positions. At the end of this document are details about one or more openings and the differences between them.

PRIMARY RESPONSIBILITY: Provides case management services for a 15-40 client caseload. Conducts comprehensive assessments of clients with multiple medical and psychosocial problems. Develops client centered service plans, links clients to appropriate resources, and provides appropriate interventions to ensure quality care.

PHYSICAL REQUIREMENTS:

Five finger manipulation
Ability to comprehend complex materials
Ability to speak and write English clearly, second language helpful

SPECIFIC RESPONSIBILITIES:

1. Conducts comprehensive assessments and on-going re-assessments of the client including psychosocial, physical and mental health, financial, and environmental needs.
2. Develops service plan. Based on assessment information with the client, develops and initiates a client-centered service plan consistent with program guidelines.
3. Facilitates the enrollment of clients into IOA programs including securing necessary consents, explaining program guidelines, and providing appropriate grievance procedures.
4. Identifies, arranges for and monitors appropriate community services based on a good knowledge of Medicare, Medi-Cal, and other entitlement programs.
5. Establishes and maintains a care management relationship with clients and their significant others as appropriate, offering respect, dignity and support. Provides crisis intervention, advocacy, problem solving and appropriate therapeutic interventions.
6. Consistent with program guidelines, meets regularly with clients to review progress on service plan goals and modify as needed.
7. Documents via progress notes all case management activity regarding identified problems within 24 hours and in compliance with program requirements.
8. Maintains required paperwork and follows a clear, concise, and consistent system of charting to allow for continuity of care.
9. Educates clients and significant others about resources and when possible, trains them to manage their own needs.

10. Establishes and maintains open and effective communication with community providers, including physicians and other health care and social service workers. Provides appropriate information on all significant aspects of individual client care and program operations, while maintaining necessary confidentiality.
11. Working closely with other disciplines, continuously evaluates the clients' ability to remain safely in current home environment; coordinates placement as appropriate and within program guidelines.
12. Participates in research studies and data collection, as required.
13. Participates in and promotes ongoing efforts towards Continuous Quality Improvement and Utilization Review.
14. Attends and actively participates in interdisciplinary team and program meetings, activities and problem-solving endeavors; contributes to open lines of communication within the team.
15. Utilizes supervision appropriately; maintaining open lines of communication and providing updates on caseload activity.
16. Actively incorporates the ethical standards of the National Association of Social Workers into all aspects of interactions with others.
17. Understands and applies the regulatory and procedural requirements of specific programs as well as the policies and procedures of the Institute on Aging.
18. Attends continuing education classes and/or inservice training to increase knowledge, skills and attitudes related to case management, gerontology, family and community systems and other areas relevant to the Institute on Aging client population.
19. Depending on program need, may be required to work Saturdays on a rotational basis, i.e. once every four to six weeks.
20. All other reasonably related responsibilities as assigned.

EDUCATION: Masters degree in social work, psychology, counseling, rehabilitation, gerontology, or sociology plus one year working with disabled adults and/or frail elderly.

BACKGROUND AND EXPERIENCE:

1. Experience with and understanding of the medical and psychosocial problems of functionally impaired adults and the frail elderly.
2. Exceptional communication and presentation skills relating to the frail elderly, functionally impaired adults, their support systems and teams of health professionals.
3. Demonstrates case management skills and experience in the community health care delivery system.
4. Detail oriented with good problem solving skills and the ability to prioritize multiple tasks.
5. Computer literacy preferred.
6. Bilingual preferred.

DETAILS ABOUT ONE OR MORE OPEN POSITIONS:

Program Name: Community Living Fund
Position Title: Social Worker Care Manager

Details Specific To This Opening:

Full-time temp position and will be effective through December 31, 2010.

Duties include those listed above as well as:

- Meeting with clients at least monthly, and more often as needed.

- Assisting with discharge planning for clients leaving Laguna Honda Hospital including weekly home visits in first month after discharge.
- Reviewing and modifying client Care Plan on an ongoing basis.
- Ongoing evaluation for client Purchase of Services needs and follow-up to determine if services have been provided in a timely manner.

Program Name: Lifeways Fillmore
Position Title: Social Worker

Details Specific To This Opening:
Full-time temp position.
Candidate must have an MSW and clinical experience.

Program Name: Lifeways Geary
Position Title: Social Worker

Details Specific To This Opening:
Full-time temp position.
Candidate must have an MSW and clinical experience.
Cantonese/Mandarin speaker preferred.

Institute on Aging reserves the right to revise job descriptions or work hours as required.

Print Name: _____

Signature: _____

Date: _____

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