

# Christian Health Care Center

**Mission:** *Providing skilled health care services with compassion and love in Christ's name.*

## JOB DESCRIPTION

**TITLE:** Adult Day Health Social Worker

**REPORTS TO:**

**FLSA STATUS:** Non-Exempt, Hourly

**JOB SUMMARY:** This position is responsible for coordinating the ADH admissions, referrals and providing social services to clients and their families by assisting them with psychosocial issues including financial, emotional, spiritual, cognitive and other assistance as needed.

### **ESSENTIAL JOB FUNCTIONS:**

1. Welcomes and performs initial assessment of new clients. Completes intake form to identify all necessary aspects of information to address appropriate placement.
2. May accompany nursing department on home pre-admissions assessments as requested.
3. Collects information in order to formulate the social history and assessment and contribute to the resident care plan. This may include interviewing family, friends and community agency representatives and utilizing clinical records in order to complete these documents.
4. Maintains contact with referral sources as needed to assure all needed information, orders and such are in place prior to arrival.
5. Acts as a liaison with DSHS financial workers as needed.
6. Maintains standards of non-discrimination by addressing prospective admissions without consideration to race, religious belief, gender, or Medicaid (or potential) eligibility.
7. Completes financial paperwork with patient, family, guardian or power of attorney.
8. Identifies and refers residents needing professional mental health assistance. Acts as the liaison with CHCC's mental health professional.
9. Writes quarterly summaries, and other progress notes as needed. Quarterly summaries should document progress toward social service oriented goals and assist to communicate with interdisciplinary team in providing ongoing quality care.
10. Establishes and maintains good rapport with clients and provides behavioral intervention and counseling as needed.
11. Offers to initiate a grievance for the client or family member when applicable. Contacts and collaborates with various other community agencies for the purpose of client referrals.
12. Assists clients with participation in individual and group programs to ensure programs are utilized to full extend possible.
13. Proactively identifies any impediments to optimal client care or well-being.

### **OTHER JOB FUNCTIONS:**

14. Assist in representing CHCC at various community events (i.e., Senior Days at the Park and Care Givers Conference) as assigned.
15. Assists in the support of company-sponsored events, activities, and functions.
16. Participates in continuing education programs to maintain and upgrade social service skills.
17. Performs special projects as assigned.

## **WORKING CONDITIONS AND EQUIPMENT USED:**

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with staff, demonstrating excellent communication skills. Incumbent must be able to effectively utilize computers and various software, computer printers, photocopier, telephone system (multiple line), and fax. Travel outside local area may be needed to attend seminars or conferences.

## **QUALIFICATIONS:**

### **Knowledge, skills and ability to:**

- Demonstrated interest, skills and ability in working with and understanding the needs of older adults and developmentally disabled populations.
- Excellent verbal and written communication skills; ability to convey information effectively.
- Demonstrated active listening skills.
- Strong problem solving skills; ability to identify resident and family issues and assist in resolution.
- Strong organizational skills and attention to detail.
- Establish and maintain constructive relationships with residents and their families, community, and other departments.
- Ability to maintain strict resident/patient confidentiality.
- Proficient with various software (Microsoft Word, Excel, and Outlook).

### **Education and Experience:**

- BA in Social Work, Counseling or a related field.
- Two years experience working with disabled and/or elderly individuals.
- Training in geriatric social services or mental health.

## **GENERAL PHYSICAL REQUIREMENTS:**

Requires ability to move throughout the facility on a consistent basis. Must be able to lift and carry general office supplies and equipment weighing up to 20 pounds. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on medical records and forms.

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Anita Tallman, Administrator

Date

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*