Medical Social Worker
Job Description

Title: Medical Social Worker

Status: Full-Time, ¾-Time, or Per Diem / Non-Exempt

Minimum Qualifications
1. Master degree in social work (MSW) from a school accredited college/university or master degree in a related field.
2. Clinical experience relevant to the counseling and casework needs of hospice patients and families.
3. Minimum of two years of social work experience in the health care field.
4. Ability to work independently with a minimum of supervision.
5. Willing to implement services to the patients and their family as guided by the philosophy of Hospice of Humboldt.
6. Willingness to work in the context of an Interdisciplinary Group (IDG) approach.
7. Ability to assess and respond to the psychosocial, practical, financial, and legal concerns of the patient and family.
8. Ability to listen and respond non-judgmentally with respect to other’s beliefs.
9. Ability to communicate effectively verbally and in writing.
10. Valid driver’s license, proof of acceptable automobile insurance coverage, and reliable transportation as specified by Hospice of Humboldt’s policies.
11. Reliable cell phone with local number and coverage.
12. Willing to present at workshops and trainings, as needed.
13. Proficient computer skills.
14. Ability to write and maintain proper documentation.

Position Overview
The Social Worker works as a Hospice Interdisciplinary Group (IDG) member to assess and respond to the psychosocial, practical, financial, and legal concerns of the Hospice patient and family.

Essential Duties and Responsibilities
1. Provides medical social work case management to a given group of patients and their families.
2. Provides social work services to Hospice patients and their families through visits and telephone calls.
3. Documents contacts in the medical record on the same day of the patient, family or community contact.
4. Completes an average of three patient visits per day.
5. Assesses and responds to the psychosocial, practical, financial, and legal concerns of the Hospice patients and families.
6. Completes the social work assessments and all associated documentation in a timely manner.
7. Identifies problems, goals, interventions and frequency of visits to complete the social work Plan of Care.
8. Collaborates on an ongoing basis with other hospice team members.
9. Provides counseling and psycho-educational information to Hospice patients and families.
10. Assists Hospice patients and families in accessing and using community resources.
11. Evaluates Hospice patient and family’s financial resources and make referrals to community resources, if indicated.
12. Assists Hospice patients and families with funeral arrangements, advanced directives and POLST status.
13. Assesses for respite care and coordinates care-giving support with other Hospice staff and community resources.
14. Makes referrals for patient care volunteer services to the Volunteer Coordinator.
15. Assumes other duties in support of Hospice’s needs.
16. Serves as a liaison to social and community agencies regarding the Hospice program.
17. Provides in-service training for Hospice staff and volunteers, as requested.
18. Conducts hospice informational and enrollment visits.

Collaborating with the Interdisciplinary Group
1. Works within the Interdisciplinary Group (IDG) structure to complete, revise, and implement the patient’s Plan of Care.
2. Acts as a resource to IDG members in cases where complex psychosocial problems exist.
3. Assists IDG members in understanding the significant social and emotional factors related to the care of terminally ill patients and families.
4. Works closely with Grief Support Services to ensure that family members at risk for complicated bereavement receive assessments and appropriate referrals for support.

Compliance and Quality Improvement
The Medical Social Worker plays an important role in the agency’s compliance with state and federal regulations and quality assurance and performance improvement. He or she must understand and comply with the Medicare Conditions of Participation and all Hospice of Humboldt Policies and Procedures. Essential duties include but are not limited to:
1. Operating within his or her scope of practice, and ensuring that all services are provided consistent with best practices for hospice and palliative care.
2. Utilizing Standard Universal Precautions as indicated in Clinical Policy 4.9 Exposure and Infection Control and the Hospice of Humboldt Exposure Control Plan and Infection Control Plan.
3. Recognizing and reporting any potential misconduct or violation of Hospice of Humboldt’s policies, compliance standards, and federal or state laws and regulations pursuant to All Staff Policy 3.2 Incident Reporting and Clinical Policies 4.7 Elder Abuse Reporting and 4.8 Child Abuse Reporting.

4. Recognizing and reporting any suspected violations of the patient’s rights pursuant to Admissions Policy 2.6 Rights and Responsibilities of Patients and Families.

5. Understanding and complying with all of the provisions of Compliance Policy 5.2 Compliance Plan and the Code of Conduct in that Plan.


7. Understanding and complying with all Health Insurance Portability and Accountability Act (HIPAA) requirements, in accordance with the Human Resources Policy 9.9 Confidentiality and Information Systems Policy 10.5 Electronic Security and Medical Records Policies 11.3 Confidentiality, Storage and Disposal of Medical Records and 11.4 Access to Medical Records.

8. Working with the Director of Quality as requested to monitor and improve the quality of medical services in accordance with the Quality Policy 13.1 Quality Plan.

Environmental Conditions and Physical Requirements

The Medical Social Worker:

1. Works with Hospice patients in home, SNF, and RCFE settings. The conditions in homes and facilities vary with each patient.

2. Provides own transportation to patients’ places of residence.

3. Successfully performs the essential duties and responsibilities of the position through the use of physical activities as described below:
   • Regularly requires sitting, standing, walking, talking, use of hands, listening, and observing.
   • Regularly requires working at a computer station for 2-4 hours at a time.
   • Regularly requires the use of the telephone.
   • Occasionally requires reaching, stooping, bending, kneeling, and lifting items weighing 25 pounds or less.

Immediate Supervisor:  Director of Social Services

The above statements are intended to describe the general nature and level of work to be performed. This is not to be construed as an exhaustive list of all responsibilities.

I have read and understand this job description.

Employee’s Signature _________________________________ Date ___________

Supervisor’s Signature _________________________________ Date ___________