

## Job Description

### Social Services Manager

**Job Code:** 7046 (8002 in CA)  
**FLSA:** Exempt

**Department:** Social Services  
**Generally Reports to:** Administrator

*The following statements are intended to describe the general nature and level of work being performed and are not intended to be a complete list of all responsibilities, duties and skills required.*

#### SUMMARY

Has administrative authority and accountability for the provision of psychosocial needs of the residents and patients. Acts as Resident Advocate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

- Recruits, hires, provides orientation/training, and retains a sufficient number of qualified staff to carry out the responsibilities of the Social Services department. Ensures employee performance meets or exceeds expectations and periodic performance appraisals are conducted on a timely basis.
- Collects and assesses data relevant to patients' psychosocial needs, risk factors for psychosocial deterioration and responses to interventions.
- Implements social service interventions that achieve treatment goals, address resident needs, link social supports, physical care and physical environment to enhance quality of life.
- Completes required forms and documents in accordance with company policy and state and/or federal regulations.
- Coordinates discharge planning.
- Facilitates advanced directive decision-making process.
- Coordinates Family council.
- Coordinates grievance complaint process.
- Performs other duties as assigned.

#### ENTRY QUALIFICATIONS

- This position requires the supervision of one or more Social Worker and a Master's Degree in Social Work or in a human services field (such as Sociology, Special Education Rehabilitation Counseling, Psychology).
- One year supervised social work experience working directly with individuals in a health care setting.
- Current Social Work license in the state, if applicable.

#### SUPERVISORY RESPONSIBILITIES

Supervises the Social Services staff and others for whom they are administratively or professionally responsible.

#### PHYSICAL DEMANDS AND ENVIRONMENT

May be required to respond to critical issues on a 24/7 basis. Working in normal office environment, employee may be required to sit, bend, stoop, use keyboard, see, talk and hear. May occasionally lift medium to heavy objects including assisting with the movement of Residents. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### OTHER

I acknowledge that I have received a copy of and read my job description. I understand the duties, requirements and expectations of my job. If I have any questions, I understand that I should contact my Human Resources representative.

I agree to the following: (1) to adhere to and oversee the communication of privacy and security guidelines to ensure the confidentiality of the residents' protected health information; (2) to participate in (or conduct) company-sponsored training to safeguard against improper use and disclosure of the resident's protected health information; and (3) to monitor and ensure compliance with all company policies and procedures, as well as state and federal law.

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Employee Signature

\_\_\_\_\_  
Date