

**SENIOR CARE CENTERS
JOB DESCRIPTION**

JOB TITLE: SOCIAL SERVICES DIRECTOR

REPORTS TO: ADMINISTRATOR

RESPONSIBILITIES:

To provide medically related social work services so that each resident may attain or maintain the highest practicable level of physical, mental and psychosocial well-being.

QUALIFICATIONS:

- Bachelor's degree and valid Social Work license required.
- 2 years of supervisory social work experience working directly with geriatric individuals and families in a health care setting
- Ability to work with a variety of people in different situations
- Ability to make decisions concerning appropriate follow up based on interpretations of assessments.
- Ability to speak clearly and hear well enough to communicate effectively in English.

ESSENTIAL FUNCTIONS:

- Assists in pre-admission and admission process with customers; aids individuals in adjusting to skilled rehab / long-term care placement.
- Interviews residents and families to obtain relevant information on past and present values, behaviors and lifestyle.
- Documents progress and updates plans of care at the interdisciplinary care conference.
- Facilitates referrals to ancillary services and assists in arranging transportation and acts as a liaison between all departments, residents', families and outside agencies.
- Ascertains safe transition potential and develops discharge plans when residents are admitted.
- Arranges for post discharge services and follow-up care.
- Assesses emotional, financial, spiritual, educational and social needs of residents; ensures those needs are managed by the facility or through the use of outside agencies.
- Performs as resident/family advocate and ensures the resident is knowledgeable of and exercises his/her rights.
- Maintains effective communication with residents, families, healthcare professionals and facility staff.
- As this job description is not intended to be all inclusive, the employee will be expected to perform other duties as assigned.

WORK CONDITIONS:

As assigned; including some weekends, evenings and holidays.
Exempt Position.

PHYSICAL REQUIREMENTS:

Able to lift 50 pounds for routine performance of essential functions.

AA/EEO/M/F/D/V

JOB DESCRIPTION ACKNOWLEDGEMENT:

I understand this job description and its requirements and that I am expected to complete all duties as assigned

I have noted below any accommodations that are required to enable me to perform these duties.

I further understand that nothing in this job description restricts the facility's right to assign or reassign duties at any time.

Employee Signature

Date

Employee Name (Print)

