

JORDAN HEALTH SERVICES

Position Description

POSITION: Social Worker

ORGANIZATION: Jordan Health Services - Medicare

REPORTS TO: RN Branch Manager (or DON when a RN Branch Manager is not present)

POSITION SUMMARY:

The Social Worker is responsible for the timely performance, supervision, training, and documentation of clinical service delivery to the patient and his/her caregiver in accordance with accepted standards of therapy practice and regulatory guidelines. S/he assists the RN Branch Manager in improving the clinical & financial performance of the location.

DUTIES, RESPONSIBILITIES & COMPONENT PROPORTIONS:

- I. Work Flow Necessary to Ensure Clinical & Financial Success (component proportion: 75%)
 1. Embraces and adheres to the use of electronic documentation via the organization's software solution.
 2. All Work Flow tasks are completed within timeframes allotted by the Division.
 3. Responds to daily patient assignments and responds in accordance with Divisional guidelines when s/he will not be able to accept assignments.
 4. Performs and documents social service delivery related to patient admission and re-certification, including the Plan of Care.
 5. Obtains and documents physician orders, when appropriate.
 6. If Master's prepared, reviews and co-signs orders received by BSW staff members, including oversight of BSW activities, as directed by the state licensing authority.
 7. Responsible for the submission of all documentation and receipt of physician orders to ensure timely locking of OASIS.
 8. Submits social services Add-on Evaluation orders and documentation, when appropriate.
 9. Reviews data regarding patient assignments, including but not limited to OASIS, Plan of Care, and Coordination Notes prior to service delivery, as appropriate.
 10. Responds to requests from location staff to clarify information needed for the Plan of Care (485) for the following Unlisted Events: Activity Permitted, Allergy, Functional Limitation, Medication, Mental Status, and/or Supply.
 11. Submits Change in Coordination Notes, as appropriate.
 12. Assist with coordination of services between disciplines, and/or other healthcare providers.
 13. Participates in the reporting of abnormal findings to the appropriate healthcare professional, physician, and/or RN Casemanager.
 14. Participates in patient case conferences and documents ongoing Coordination of Care with other members of the healthcare team.
- II. QAPI Activities / Home Health Compare Results (component proportion: 10%)
 1. Reports and documents Client Complaint & Client Occurrence Events, when appropriate.
 2. Participates in the QAPI process of the agency, seeking to identify opportunities for performance improvement.
 3. Reports significant patient findings to the RN Branch Manager and collaborates on actions or interventions to be taken.
- III. Program Administration Coordination (component proportion: 15%)
 1. Responsible for the appropriate use of agency resources, including but not limited to supplies and personnel to ensure financial success.

2. Consistently meets staffing productivity standards in accordance with Divisional expectations.
3. Works to maintain positive, collaborative relationships with patients, caregivers, referral sources, and/or physicians.
4. Maintains availability at all times during his/her scheduled hours of work, either in person or by telecommunications.
5. Maintains current knowledge of therapy practice and is responsible for continuing education required by the appropriate therapy licensing board.
6. Participates in internal staff meetings and training activities, as assigned.
7. Collaboration of marketing activities, as appropriate, with members of the marketing team to assist in identifying potential referral sources, patients appropriate for home care, etc.
8. Performs all other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

I. Education

1. Must be licensed by the State of licensure as either a Bachelor's or Master's prepared Social Worker. (If BSW all duties are reviewed/overseen by MSW in accordance with state-specific licensing guidelines.)

II. Experience

1. Minimum of two (2) years of active experience as a Social Worker, preferred.
2. Possession of a working knowledge of Medicare/Medicaid home health care benefits, policies and procedures, preferred.

III. Skills & Abilities

1. Has a positive attitude and willingness to learn throughout employment.
2. Self-starter with excellent verbal and written communication skills.
3. Ability to work with both clinical and non-clinical staff members.
4. Willingness to learn and utilize software solution, inclusive of Divisional Work Flow tasks.
5. Must be organized and have the ability to manage multiple tasks & priorities at any given time.
6. Possesses a firm foundation of basic therapy skills.
7. Willingness to learn home health regulatory standards related to job-specific duties, including but not limited to: OASIS, Conditions of Participation, State-specific licensing rules, diagnosis coding, and internal policies.

IV. Other

1. General

- A. Must have satisfactory references from previous employers.
- B. Must be able to pass a background check which may include criminal history check, and OIG sanction screening.
- C. Must be willing to submit to and be able to pass a random drug screening.
- D. Must have a dependable vehicle, a valid driver's license, and maintain vehicular insurance in accordance with laws of the State.

2. Risk Exposure (bloodborne pathogens)

- A. High Risk.

3. Physical Requirements

- A. Heavy lifting.
- B. Ability to participate in physical activity.
- C. Ability to do extensive bending, lifting and standing on a regular basis.