

**HOPE HOSPICE, INC.**  
**JOB DESCRIPTION**

**POSITION: SOCIAL WORKER**

*Full-time/Non-exempt*

**REPORTS TO:** Social Work Supervisor

**RESPONSIBILITIES** - Working under the direction of the Social Work Supervisor and in collaboration with Interdisciplinary Team members; counsels patients and families regarding psychosocial adjustment to life threatening illness and long term disability. Provides information, referral, and consultative services to patients, families and staff; advises on appropriate utilization of community resources. Collaborates with other staff to provide a continuum of care.

**FUNCTIONS**

Provides social service counseling, support, and information and referral to patients and patient families regarding illness, impending death and related issues

Attends patient opening whenever possible or meets with patient and family soon after the opening

Provides consistent follow up on referrals as indicated

Maintains ongoing communication with Hospice team and attending physicians, when appropriate, regarding issues related to patient social services

Initiates and maintains a professional relationship with patients and families demonstrating clear understanding of appropriate boundaries

Demonstrates an understanding of the nature of client resistance and responds appropriately to assure optimal patient and client care

Accepts and works effectively with different ethnic, cultural, and language backgrounds; seeks consultation when needed to resolve special problems

Demonstrates ability to accept and work with a wide range of emotional and mental states

Formulates an accurate diagnostic impression of patient and client strengths and weaknesses to facilitate social services planning

Demonstrates understanding and effective use of principles and techniques of listening, interviewing and counseling

Develops appropriate treatment plan for each patient and client

Maintains records pertinent to patient and client treatment

Maintains and updates resource binder

Documents patient evaluation and charts each casework contact in patient clinical record using computerized medical record system; documentation is completed within established agency guidelines and procedures.

Develops information and referral resources and provides information and referral services to patients and clientele as needed.

Attends Interdisciplinary Team (IDT) meetings and participates in the development and modification of the Plan of Care.

Participates on selected committees (i.e., Ethics Committee, Performance Improvement Committee, etc.) as appropriate.

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### **FUNCTIONS** (continued)

Perform specific assignments and/or provide information for projects as directed by the Social Work and Pastoral Care Supervisor and the Executive Director.

Follows all HIPAA confidentiality requirements.

### **QUALIFICATIONS**

MSW or BSW with appropriate experience and training

Shall have a minimum of two years experience in mental health or other appropriate field

Hospice experience preferred

Able to assess and respond to the emotional needs of the terminally ill patient and family in the home

Communicates clearly and effectively

Effectively delivers services within an interdisciplinary group approach

Possess a valid California Driver's License, valid auto insurance, an acceptable driving record and an automobile for field use