

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

**POSITION: SOCIAL WORKER**

*Part-time/Non-exempt*

**RESPONSIBILITIES** - Work under the direction of the Social Work and Pastoral Care Supervisor and in collaboration with the Director of Patient Services; counsel patients and families regarding psychosocial adjustment to life threatening illness and long term disability. Provide information, referral, and consultative services to patients, families and staff; advises on appropriate utilization of community resources. Collaborate with other staff to provide a continuum of care.

**REPORTS TO:** Social Work and Pastoral Care Supervisor

**FUNCTIONS**

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

Attend patient admission or meets with patient and family soon after admission to complete the psychosocial assessment.

Provide consistent follow up on referrals as indicated

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

Initiate and maintain a professional relationship with patients and families demonstrating clear understanding of appropriate boundaries

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

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

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

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

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

Develop appropriate treatment plan for each patient and client

Maintain records pertinent to patient and client treatment

Document 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.

Develop information and referral resources and provide information and referral services to patients and client as needed.

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

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

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

Follow all HIPAA confidentiality requirements.

**QUALIFICATIONS**

MSW with appropriate experience and training

Experience in hospice, gerontology, medical social work, or related field.

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 license, valid auto insurance, an acceptable driving record and an automobile for field use