



Hospice of the Foothills

Human Resource Department Position Description

Position Title: Medical Social Worker (MSW)

Accountable to: Medical Social Worker Supervisor (MSWS)

Position Summary: Reports directly to MSWS. Responsible for the delivery of social work services including initial psychosocial assessments, ongoing counseling, direct casework services, bereavement services, community education, outreach and referral. This is a full time, non-exempt, benefited position.

Essential Functions:

1. Performs psychosocial assessments, ongoing reassessments, counseling, crisis intervention and referrals for patients/families as required.
2. Actively participates in coordination of all aspects of patient's care, in accordance with current professional standards and practice.
3. Participates / contributes in ongoing interdisciplinary comprehensive assessment.
4. Develops and evaluates the Plan of Care (POC)
5. Contributes to patient and family counseling and education.
6. Serves as an advocate for the patient/family unit, and assists them with administrative, regulatory and financial procedures/paperwork including final arrangements.
7. Performs administrative functions relating to clinical records, Plan of Care (POC), and mandatory abuse reporting requirements.

Other Functions:

1. Serves on-call duties and maintains caseload as assigned by MSW Supervisor or the Director of Patient Care Services. Caseloads may vary based on management's evaluation of patient/family and HOF needs.
2. Participates in patient care meetings, and other Hospice meetings as requested.
3. Participates in QAPI program and Hospice sponsored in-service.
4. Participates in HOF orientation and in-service programs for staff and volunteers as requested.
5. Performs other duties as assigned by the MSW Supervisor.
6. The MSW may be assigned to any workplace setting based on HOF needs including office, RCFE, HOFCCCH, SNF and Home.
7. Other duties as assigned, including work in other areas to cover absences or relief to equalize peak work periods or otherwise meet the needs of the organization.
8. Responsible for supporting and helping to ensure a safe environment for patients/families, and a safe working environment for self and co-workers.

Success Factors:

1. Maturity and ability to cope with the demands of the job.
2. Empathetic attitude toward the care and needs of the terminal patient and their family.
3. Ability to work in a dynamic, rapidly changing environment.
4. Excellent listening, verbal, and written communication skill
5. Ability to follow written directions and to provide accurate and timely documentation.
6. Ability to work as a member of an interdisciplinary team.



Hospice of the Foothills

Human Resource Department Position Description

Patient Interpersonal Skills:

1. Sensitivity to and ability to interact with various racial, religious, and ethnic cultures in the organization service area
2. Ability to solicit sensitive information from patients and their families/caregivers
3. Ability to remain calm with patients and their families/caregivers under fast paced, emotional conditions
4. Explain complex ideas and procedures so patients and their families/caregivers can understand the issues related to Hospice care

Management Skills:

1. Providing accurate and timely records of critical events
2. Cooperation with the Governing Body, COO, CEO, physicians, IDT members, and other HOFCCCH coworkers
3. Read, write, and communicate on a professional level
4. Perform multiple tasks in a timely manner
5. Deal effectively with various personalities on a routine basis and in a professional manner
6. Develop and maintain a professional relationship with co-workers
7. Follow written and verbal directions while retaining the ability to tactfully question directions that seem unclear, unsafe, or illegal
8. Identify and solve routine problems encountered in the HOFCCCH.
9. Meet deadlines and remain on timelines

Language Skills:

1. Able to read, write and comprehend verbal and written instructions and correspondence.
2. Able to effectively present information in one-on-one and small group situations to patients/families/caregivers, and other employees of HOF and the HOFCCCH.

Math Skills:

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:

1. Ability to apply common sense understanding of written, oral, or diagrammatic correspondence.

Continuing Education Requirements:

1. Participate in appropriate continuing education as may be requested and/or required.
2. Expected to accept personal responsibility for other educational activities to enhance job-related skills and abilities, and to attend mandatory educational programs.

Performance Improvement and Compliance Requirements:

1. Expected to endorse, promote and participate in the Performance Improvement Program.
2. Expected to comply with Federal and State regulations governing Hospice and HOFCCCH programs, and to adhere to Hospice and HOFCCCH standards of conduct.



Hospice of the Foothills

Human Resource Department Position Description

Qualifications: Education & Experience

1. Masters Degree in Social Work from a school of social work accredited by the Council on Social Work Education.
2. Two years experience in Hospice or home health social work.
3. Two years experience in family and individual counseling and crisis intervention.
4. Demonstrated communications and interpersonal skills, adaptability, organization, responsibility and leadership.
5. Ability to develop and maintain positive working relationships including problem resolution within an organization, community and with a diverse work force.
6. Excellent interpersonal skills and written and verbal communication skills to effectively present information and respond to questions from customers, volunteers, agencies and the general public.
7. Demonstrate constructive time management, as well as effective conflict resolution, problem solving and delegation.
8. Possess and maintain valid California driver's license, reliable automobile, and evidence of appropriate liability insurance.
9. Clean DMV record.



Hospice of the Foothills

Human Resource Department

Physical and Mental Job Requirements

Hospice of the Foothills will provide a safe and healthy work environment, safety training, and promote safe working practices. All employees will utilize the training provided to perform work safely at all times and prevent unsafe work practices. All employees will assist management in accident prevention. Unsafe work practices, including those resulting in injuries, will not be tolerated and may result in disciplinary action up to and including termination from employment.

Job Title	Hrs. worked per day	Hrs. worked per week
Medical Social Worker	8	40

1. The frequency of activity required of the employee to perform the job.				
ACTIVITY (Hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3–6 hours	CONSTANTLY 6–8+ hours
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Use: Dominant hand <input type="checkbox"/> Right or <input type="checkbox"/> Left				
Is repetitive use of hand required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simple Grasping (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simple Grasping (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Grasping (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Grasping (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing & Pulling (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing & Pulling (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (above shoulder level)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (below shoulder level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Hospice of the Foothills

Human Resource Department Physical and Mental Job Requirements

2. The daily Lifting and Carrying requirements of the job: Indicate the height the object is lifted from floor, table or overhead location and the distance the object is carried.

	Lifting				Height	Carrying				Distance
	Never 0 hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours		Never 0 hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	
0-10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3ft	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50+ft
11-25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26-50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51-75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76-100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
100+ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The heaviest item required to carry and the distance to be carried: Carrying binder, clipboard and laptop from work to patients home/facility and back - up to 100 feet maximum.

3. The job requires:

DESCRIBE)	YES	NO	(IF YES, PLEASE BRIEFLY
a. Driving cars, trucks, forklifts and other equipment? /from patients home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving personal vehicle to
b. Working around equipment and machinery?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Walking on uneven ground? in rural settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occasionally patients may live
d. Exposure to excessive noise?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Exposure to extremes in temperature, humidity or wetness?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f. Exposure to dust, gas, fumes, or chemicals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
g. Working at heights?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
h. Operation of foot controls or repetitive foot movement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i. Use of special visual or auditory protective equipment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
j. Working with bio-hazards such as: blood borne pathogens, sewage, hospital waste, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

I acknowledge that I have received a copy of the description for my current position at Hospice of the Foothills.

Employee's Printed Name

Date

Employee's Signature