CHESPENN HEALTH SERVICES
Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Social Worker</th>
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<tbody>
<tr>
<td>Position:</td>
<td>Full time regular (35 – 40 hours/week)</td>
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<tr>
<td>Status:</td>
<td>Exempt</td>
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<td>Salary Grade:</td>
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<td>Department:</td>
<td>Social Services</td>
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<tr>
<td>Supervisor:</td>
<td>Director of Outreach Services</td>
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Position Summary: ChesPenn Health Services is seeking a full time Social Worker to facilitate appropriate patient utilization of medical and social services and to provide counseling, care management, referral services, psycho-social assessment, and life skill education for patients and their support systems.

Qualifications:

Education: BSW required
            MSW or equivalent preferred

Years of experience: Two (2) years in social work or related field

Skills and experience:
- Good written and verbal communication skills.
- In ambulatory care or community health center setting.
- Ability to work harmoniously as part of a health care team.
- Possession of a valid driver’s license and a licensed automobile, preferred.
- Ability to meet approved minimal physical and medical standards.

Scope of responsibilities:

Clinical:
- Work on an interdisciplinary team to provide the highest quality care and ensure each person’s ability to realize an optimal level of health.
- Provide bio-psycho-social assessment and determine a comprehensive treatment plan employing a full range of social work techniques.
- Provide crisis intervention as needed to clients and staff within the health center.
• Provide individual and family supportive counseling and referral to help improve personal and social functioning and resolve emotional and psychological problems.
• Provide advocacy assistance in obtaining necessary services.
• Utilize a full range of social treatment modalities with individuals and groups.
• Provide clinical consultation to help other health professionals understand the social, emotional, and environmental factors underlying a patient’s health condition.
• Partner with the Community Health Educator and other agency representatives to identify and work to address unmet community needs.
• Coordinate and participate in group health education activities as required.
• Perform outreach services to address unmet needs in the Spanish speaking community.
• Perform home visits as needed.
• Will serve on medical center committees, task forces and boards as assigned.
• Participate in relationship with community agencies through building relationships and mutual referrals.
• Provide Spanish to English translation for clients as needed.
• Provide documentation in a timely manner according to a department standard.
• Interacts with patients, visitors and co-workers in a courteous, professional, and service oriented manner. Communicates in a positive, helpful, and friendly manner, using appropriate body language, eye contact, and tone of voice. Maintain constructive relationships at all times.
• Maintain confidentiality of information about patients and their families.
• Perform other duties as directed by supervisor.

**Clerical:**

• Generate an encounter form for all patient contacts.
• Document all patient contacts, case updates, and referrals according to established protocols and standards.
• Maintain statistical data necessary for reporting requirements.
• Track appointment compliance for care-managed patients who have missed appointments, and document outcomes.
• Prepare reports and audits requested by supervisor.

**Regulatory:**

• OSHA
• HIPAA
• Policies and Procedures associated with ChesPenn.
• All standards and regulations required by policies of ChesPenn.
Client contact:
- Approximately 80% of time

Coordination:
- Works independently exercising judgment; works according to established protocol receives guidance from supervisor, medical providers, dental providers, and support staff.
- Notify supervisor immediately of any significant problems including client care and issues.
- Participate, with supervisor, in coordinating services with other providers or community agencies.

Physical demands:
- Travel is required by personal automobile or public transportation, reimbursed in accordance with ChesPenn Health Services reimbursement policy.
- Walking from public transportation and within sites is required.
- Moderate physical effort with carrying patient charts, forms, supplies and equipment.
- Climbing stairs within the sites and shelters may be required.
- Stooping and stretching are required.

Work environment:
Primary work environment is a busy multi-cultural ambulatory care setting.

Compensation:
Commensurate with experience

Contact:
Interested applicants should email their resume to HR@chespenn.org or fax to HR at 610-485-4221