Position Summary:
The Social Worker is responsible to make a compelling difference in the lives of our residents through providing excellence and innovation in aging services. Responsible for providing social work services to the residents and family members of Wesley Enhanced Living.

Essential Responsibilities:

- Completes admission assessments.
- Completes psychosocial assessments, MDS and other required documentation in accordance with department policy, and State and Federal regulations.
- Educates residents/family/staff about the importance of advance directives, and facilitates completion, signing, filing and tracking of such documents.
- Coordinates the Social Work function from admission through discharge, to include room changes, and transition planning when appropriate, in collaboration with staff.
- Provides psychosocial support to residents and families with emphasis on new residents to ensure successful adjustment to Wesley Enhanced Living.
- Collaborates with Mental Health Providers and provides referrals.
- Participates in the interdisciplinary care/service plan meetings with family members.
- Prescribes psychosocial interventions for the team through care/service plans.
- Provides bereavement support to residents, family, and staff as appropriate.
- Participates in functions/meetings relating to resident or family needs.
- Participates in support group activity; Resident and Family Councils as needed.
- Maintains and protects the confidentiality of resident information at all times.
- Performs all responsibilities with respect to resident’s rights.
- Enhances professional skills through continuing education, community in-services and other professional activity.
- Documents as needed and as appropriate, in compliance with regulations.
- Participates and attends various committee meetings as needed.
- Practices all safety and loss prevention procedures, adheres to universal precautions and all infection control guidelines.
- Attends required in-service, department and community meetings.
- Maintains working knowledge and ensures compliance of Federal, State and local regulations regarding long term care/assisted living/assisted care as well as professional standards and practice.
- May be required to carry a beeper during working hours and may rotate coverage during evenings, weekends and holidays.
• Must be available some evenings, weekends and holidays to provide support and assistance with events.
• May be subject to call-backs during emergency conditions (e.g. severe weather, evacuation, post-disaster, etc.).
• Performs other duties as required.

Other responsibilities
• Promotes and supports the Mission, Values, and Vision of Wesley Enhanced Living.
• Is knowledgeable of resident rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
• Ensures the confidentiality of all resident, employee-related and/or WEL operational information.
• Supports WEL procedures and programs for:
  o Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security
  o Reporting and/or correcting unsafe working conditions, equipment repair and maintenance needs
  o Reporting any workplace illness or injury immediately and ensuring compliance with the WEL policy on work related illness or injury
  o Compliance with all federal, state, and local regulatory requirements
  o Compliance with WEL’s policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior
  o Compliance with WEL’s “Drug Free Workplace” policy
  o Compliance with time and attendance policies
  o Ensuring that appearance and attire is appropriate and professional
• Attends and completes required in-service training.
• Attends seminars, conferences and in-house staff development programs to stay abreast of new methods and technologies as they relate to the position.
• Attends and actively participates in department meetings and general employee meetings.
• Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment as well as residential units.
May be required to walk long distances.
**Job Title:** Social Worker  

**Location:** All

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Keyboard repetitive motion; walking, stooping, bending and standing.

**Equipment/tools/machines used in performance of this job:**  
*i.e. computers, floor care equipment, plumbing or maintenance tools*

**Education or Degree Required:** Degree in Social Work with internship experience preferred in long term care/assisted living/assisted care; knowledge of geriatric population and dementia.

**Licenses, Certifications Registrations:** Social Work licensure and/or certification as required by State Board.

**Related Experience:** Prefer 2-5 years of experience

**Language Skills:** Ability to read and interpret policy, procedures, or governmental regulations written in the English Language. Ability to write memos in the English Language.

This individual must be able to speak and read the English language in an understandable manner in order to communicate with residents, employees, family members, volunteers and the public.

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

**Reasoning Ability:**
Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

I acknowledge and understand that:
Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time. I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform any of these functions.

Providing care for our residents is a 24-hour per day, 7-day per week responsibility, regular attendance and a full staff complement are essential to maintaining our safe, productive, high-quality communities. It is the obligation of the WEL administration to establish work schedules for all employees in order to provide care for residents around the clock. Your schedule will be determined by your supervisor and may be changed as needed to meet staffing requirements.

At Hire Shift Requirements:______________________________

At Hire Regular Scheduled Hours Per Pay Period are: _____________Biweekly

Employment Status (check one): [ ] Full Time [ ] Part Time [ ] Pool [ ] Temporary [ ] Internship

Job duties, tasks, work hours and work requirements may be changed at any time.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations Wesley Enhanced Living

I have read, understand and agree to follow everything outlined in this job description.

____________________________________  __________________________________
Employee Name (please print)                      Supervisor Name (please print)

____________________________________  __________________________________
Employee Signature                           Supervisor Signature

____________________________________  __________________________________
Date                                      Date

**Distribution:**
Original to: Employee HR File
Copy to: Employee