JOBS DESCRIPTION

Job Title: Social Worker

FLSA Exemption Status: Exempt

State/Business Line Specific: PACE

Reports to: Center Director
Supervises: n/a

Job Summary

The Social Worker plans, organizes and implements social work services to participants and their caregivers in accordance with InnovAge policies and all applicable regulations. Conducts psychosocial assessments, participates in care planning and acts as a liaison between the participant and the interdisciplinary team.

Essential Functions and Work Responsibilities

Functional Category: Client Care

Estimated Percent of time Spent – 100%

- Assists physician, or intermediate care provider, and other team members in understanding the significant social and emotional factors related to the health problems.
- Provides psychosocial services in accordance with established standards.
- Participates in the coordination of Agency's services with the services of other community resources; uses community resources.
- Participates in discharge planning.
- Serves as a resource person to employees, patients, physicians and other allied healthcare providers.
- Participates in the development of the plan of care; ensures that the patient plan of care includes identified problems, interventions and goals.
- Participates in community activities and facilitates community awareness and support; promotes awareness of services.
- Evaluates quality of psychosocial services provided.
- Monitors changes in the patient's condition and needs.
- Schedules patient visits as necessary according to patient needs and as physician orders.
- Acts as a resource to other team members and staff regarding topics such as dementia, difficult behaviors, and difficult personalities. Supports the IDT in establishing behavior management plans.
- Maintains accurate and timely documentation and paperwork including participants’ electronic medical records according to policies and procedures.
- Attends and actively participates in a variety of organizational meetings related to participant care or daily operations.
- Attends and actively participates in Social Work specific department meetings, Cross Sites and Annual
Competencies.

- Maintains accurate and timely service utilization data.
- Facilitates, mediates and documents participant care conferences/family meetings when there is a need for a problem solving, team meeting in order to clarify or update the InnovAge plan of care.
- Assists participants and caregivers in filing grievances or appeals when a dissatisfaction or break in service occurs according to InnovAge policies and procedures.
- Participates in continuing education to support professional development and stay current with developing trends in providing competent social work services to older adults.
- Completes home visits at least annually, and as needed to work proactively with participant, IDT, and community partners to maintain the participant’s functioning as independently as possible in their community.
- Presents requests to IDT and participates in the coordination of admission/discharge to contracted facilities for temporary respite and permanent placement.
- Completes Pre-Admission Screen and Resident Review (PASSR) for all nursing home admissions from the community.
- Actively manages respite length of stays, collaborating with the ppt, caregivers and IDT.
- Attends care conferences at contracted facilities as appropriate.
- Provides referrals to and coordinates assessments with contracted facilities which may involve; completing applications, furnishing medical records, accompanying participants to interview assessments and tours.
- Advises the participant or financially responsible party about housing co-pays and notifies the Medicaid department of the need to generate a Supportive Housing Form.
- Supports participants in making arrangements, as needed, who are moving between residences or care facilities and have no support system available to assist.
- Participate in transfers between center IDT’s for participants who move between catchment areas. Collaborates with the social worker of the receiving team in order to share participant history and care plan issues.
- Assists participants and caregivers to set up and maintain Personal Needs Accounts when requested.
- Partners with the TLC Medicaid Department to assist the participant in keeping resources within the guidelines of Medicaid eligibility. Assists participants with communicating with Social Security related to benefits as needed.
- Conducts in person reassessments of enrolled participants every six months, or as needed. Assessments include collaboration with caregivers and assessment of housing risk.
- Performs initial assessments of PACE participants to obtain a psycho-social history, including; cognitive status, mental health and substance use history, behavioral concerns, family dynamics, and current social supports.
- Works in collaboration with hospital discharge planners, primary care, IDT, families and caregivers regarding participant’s disposition from the hospital. Partners with the InnovAge Mental Health Team when hospitalization is psychiatric.
- Refers potential voluntary disenrollments due to dissatisfaction to Center Director; assists participants who are disenrolling with transition to outside services which includes a timely referral back to the single entry point and submission of disenrollment paperwork.
- Participates within the interdisciplinary team in the formulation of Plans of Care for InnovAge PACE program participants, as well as in other interdisciplinary team settings that plan, coordinate and monitor the care of InnovAge PACE program participants.
- Performs other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
REQUIRED

Education
  • Master’s degree from a school of social work accredited by the Council on Social Work Education

Licensure, Certification, Registration or Designation
  • Require personal transportation, current state issued driver’s license, good driving record and auto insurance as required by law.

Work Experience and Qualifications
  • One year experience in a health care setting
  • Experience conducting psychosocial assessments, care planning and case management skills required.
  • A minimum of one year experience working with the frail or elderly.

PREFERRED

Work Experience and Qualifications
  • Three to five years social work experience