

MEDICAL SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class are responsible for providing identification, assessment and management of social problems of patients, clients and/or their families related to illness, the receipt of medical care and the attainment and maintenance of health. Work is performed with a high degree of independent research, field work, and evaluation prior to final disposition of a case. Work may also be performed as part of a multi-disciplinary team. Position can be found at Westchester Medical Center, and Community Health Centers through the Department of Health. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Appraises the psycho-social assessment of patient/family system to determine strengths and weaknesses, and for specialized resources available to them in order to develop and implement a plan of action suitable to the patient;

Interviews patients and family members to determine their problems and needs as they perceive them;

Provides supplements to the medical history of a patient when needed, or when such is disclosed by investigation and is relevant to the case plan;

Utilizes crisis intervention/supportive counseling therapeutic techniques to help patient/family cope with diagnosis, trauma, or death;

Evaluates patient and family attitudes toward the illness and treatment;

Participates in case management to assure continuity of care and services;

Completes documentation of psycho-social assessment as well as subsequent contacts to provide the coordination of patient care;

Completes and maintains all necessary records pertinent to a case as part of the patient's clinical record;

Acts as advocate for patients by assisting them in overcoming barriers to support services;

May make home visits as required to assess patient/family dynamics and needs;

Confers with physicians and nurses as part of the health team in order to clarify the medical diagnosis and treatment plan;

Determines adequacy of social services plan vis-a-vis the health care needed;

Secures the interest and may coordinate the resources of community agencies whose aid is needed by patients under care, or their families;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Initiates referral to appropriate support service (i.e.: social, health agencies) after assessing needs of patient;

Teaches resident physicians, nurses and other staff the medical-social aspects of chronic disease;

Attends medical conferences and other staff meetings in addition to appropriate meetings with community agencies to coordinate patient care;

Prepares appropriate statistics and reports pertaining to case load;

Establishes functional contacts with appropriate public or private agencies, schools, home care agencies, social service, mental health, support agencies specific to an illness (i.e.: American Cancer Society, American Diabetes Society, etc.) to assure patient receives appropriate support services to augment care plan;

Carries the major burden of unassigned case loads when staff vacancies occur;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of medical social work; good knowledge of the field, aims and procedures of public and private social agencies; good knowledge of case work techniques; good knowledge of the more common types of illness and the usual medical or nursing care requirements; ability to maintain effective working relationships with related case work personnel, physicians and patients; ability to maintain an empathic relationship with patient, family, client; ability to observe, analyze and relate to the medical and social factors in a particular case; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; emotional maturity; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration as an LMSW or LCSW, issued by the New York State Department of Education.

SPECIAL REQUIREMENT: Must maintain license and registration as an LMSW or LCSW throughout the course of employment in this title.

SPECIAL NOTE: Candidates who possess a limited permit as an LMSW or LCSW may be appointed on a temporary basis for up to 12 months. Candidates who do not attain license and registration cannot remain in this title beyond the 12 month period.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J.C.: Competitive
PQS1

Job Class Code: C0720
Job Group: X