

## HOME CARE MEDICAL SOCIAL WORKER

139-R

DISTINGUISHING FEATURES OF THE CLASS: This position requires the performance of social work services in helping home bound patients with social, emotional and related difficulties associated with their medical condition. The work is performed under the direction of administration. Employees in this class are expected to be familiar with available community services and make referrals as appropriate for patients and family members/caregivers. Function duties in this category include carrying a caseload with complex medical and psychosocial problems with limited supervision. Performs related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides medically related social work services to attain or maintain the highest practicable physical, mental and psychosocial well being of each patient;

Provides counseling to patients and their immediate caregivers/family members involved in the patient's care regarding adjustment to medical condition and related problems;

Provides in-service training to staff members on a variety of topics;

Collects and maintains appropriate data from various sources, including professional staff and patient's families to establish an overall approach to solution of medical and social problems;

Organizes and coordinates work and home visits to ensure that standards required by the New York State Department of Health are maintained in both the Certified Home Health Agency Program and the Long Term Home Health Care Program;

Maintains information on community and health resources which can be utilized during patient's care and subsequent to the patient's discharge from home care;

May assist home care nurses in obtaining and recording social information to develop patient case histories and updates;

Participates in the development and implementation of and adherence to the rights and responsibilities of patients;

Participates in the process of securing services in the home to maintain the patient in the least restrictive and cost effective environment, if medically appropriate;

Participates in interdisciplinary conferences to review care plans and ensure a comprehensive and concise care plan is in effect;

Assists patients with referral to appropriate social and medical services, such as insurance coverage, recertification of medical coverage, etc., as needed;

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

Accesses Protected Health Information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental or extensive);

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

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARAC-TERISTICS:** Thorough knowledge of the practices and procedures of medical social work and of the social factors related to disease and disability; good knowledge of long term

care programs and community resources utilized to aid the chronically ill or emotionally ill of all ages; ability to interpret Federal, State and Local Laws affecting the medical and health programs; good skills in observation of behaviors and assessment of emotional and social needs; good skills in interviewing and counseling techniques; ability to maintain effective working relationships with patients, family members and teams of professionals; ability to communicate effectively, both orally and in writing; ability to prepare reports and required documentation; ability to maintain confidentiality as required by State Laws; tact; and courtesy.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in Social Work and one (1) year of supervised social work experience in a health care setting working directly with individuals.

**SPECIAL REQUIREMENTS:**

1. *Must possess and maintain license and registration as a Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) throughout the course of employment in this title.*
2. *Must possess and maintain an appropriate class valid motor vehicle driver's license.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

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