

**TOWN OF LEDYARD
CONNECTICUT**

741 Colonel Ledyard Highway
Ledyard, CT 06339

NOTICE OF JOB OPENING

I. TITLE: Medical Social Worker (Per diem)

II. NATURE OF EMPLOYMENT:

Hours/Per Week: Varies

Salary Range: Contracted

A. Permanent ___

D. Temporary ___

B. Full-time ___

E. Part-time ___

C. Seasonal ___

F. Benefits ___

III. POSITION DESCRIPTION: State License Required

IV. CLOSING DATE FOR RECEIVING APPLICATIONS OPEN UNTIL FILLED

V. WHOM TO CONTACT: A. FOR APPLICATION FORM
Website: ledyardct.org

B. FOR RETURNING APPLICATIONS
Email or Mayor's Office

VI. ISSUING PARTY: Donald Steinhoff
Human Resources Director

VII. POSTING DATE: April 7, 2021

Qualified disabled persons who, with reasonable accommodations, can perform the essential functions of the job in question are invited to apply.

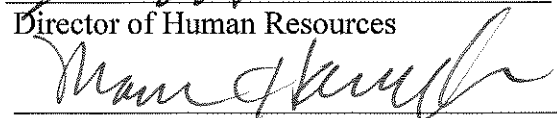
Not valid unless signed by the individuals below:

Approved by:



Director of Human Resources

Approved by:



Director of Finance

**TOWN OF LEDYARD
REGIONAL VNA**

MEDICAL SOCIAL WORKER

NATURE OF WORK: Performs comprehensive evaluations of patients' psychosocial status as related to their illness, home and family situation. Position requires the ability to identify the social and emotional needs of patients and their families. Work also involves assisting patients with financial problems, entitlement programs, and short and long term care planning. Services are provided in accordance with Town Standards and State of Connecticut Department of Health. Position requires independent judgment, maturity, observation, communication skills, sensitivity to others and critical thinking.

SUPERVISION RECEIVED: Works under administrative supervision of the Ledyard Regional Visiting Nurse Agency Administrative Supervisor and, in the absence of the Administrative Supervisor, the Clinical Nurse Supervisor. Participates in peer consultation and supervision.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Performs a comprehensive age specific patient assessment including, but not limited to, (1) social and emotional factors, (2) level of function related to the patient's illness, (3) need for care, (4) response to treatment, and (5) adjustment to care, for patients accepted for service by the Agency and who are under the care of a physician. Prepares a written report of the evaluation/assessment.

Participates with the physician, the patient, the family, the primary care nurse, and other health professionals in the development of the total patient care plan based on assessment of the patient's and family's needs as they relate to home health services and goals of management.

Develops a plan of care specific for the medical social service needs of the patient which has short and long term goals. Implements the plan of care approved and signed by the physician in accordance with Agency policy.

Facilitates the patient/family/caregiver responses to care interventions through counseling and family support.

Evaluates home conditions to identify and protect patients at risk for being physically or mentally abused and/or neglected.

Identifies the social and emotional needs of patients and families and refers to other community services when appropriate. Utilizes community resources to assist patient to resume life in the community or to learn to live within the limits of a disability. Takes appropriate action to obtain community resources to assist in resolving the patient's problem.

Identifies the patient's and family's need for other home health services and makes referrals for the same when needed. Monitors the relationship of the patient's medical and nursing requirements to the patient's environment, home situation, financial resources and available community resources.

Provides goal-oriented intervention directed toward management of illness, reaction/adjustment to illness, conflict resolution related to chronicity of illness, and strengthening family/support system.

Helps patient and family through individual and/or group conferences to understand, accept, and follow medical recommendations. Helps patient to modify attitudes and patterns of behavior by increasing understanding of self, medical condition and personal problems.

Provides services, including long-term and short-term counseling, to resolve social or emotional problems which are or are expected to be an impediment to the effective treatment of a patient's medical condition or his or her rate of recovery.

Provides services that support maximization of patient health and function through the identification of financial or community access barriers or challenges with interventions directed toward referral and linkage to appropriate resources.

Reassesses and revises the plan of care for treatment as indicated based on objective, clinical measurable findings until discharge goals are achieved or the patient reaches the maximum potential for benefit from intervention.

Observes and records for inclusion in the patient's medical record the patient's response to intervention including changes in the patient's condition. Provides timely reports on patient's status to the physician and Agency staff.

Provides evaluation, treatment and discharge of the patient and corresponding documentation in compliance with Agency patient care policies.

Consults and collaborates with other health professionals and caregivers to meet the health and education needs of the patient. Initiates patient care conferences for patients with complex and/or multi-disciplinary needs whenever necessary. Participates in case management conferences and coordination of the total care plan including discharge planning.

Identifies and reports suspected victims of abuse, neglect or exploitation.

Demonstrates ability to work effectively with people of diverse cultures and backgrounds.

Establishes and maintains relationships with other agencies and organizations in the local and surrounding communities in order to aid patients requiring services of outside agencies.

Utilizes time effectively; establishes priorities; completes assignments and demonstrates good work attendance, punctuality, and flexibility.

Provides timely documentation in accordance with Agency policy using the approved formats for evaluation, progress notes, re-evaluations, discharge summaries.

Quality Assurance

Participates in the quality assurance program and in performance improvement activities; identifies improvement processes; contributes to collection of data and analyses; collaborates with others; attends, plans or provides in-services; plans for professional development.

Adheres to infection control policies and procedures, utilizes personal protective measures in accordance with policy and procedure.

Demonstrates clinical skills through Clinical Record Review, peer review, competency testing, and peer consultation visits.

Demonstrates compliance with the Agency's competency program.

Professional Leadership

Performs duties and responsibilities in a manner which displays professionalism and leadership.

Category of access to protected health information: Level 4 (access to identifiers, clinical and billing/payment information)

Adheres to the Ledyard Regional VNA's Risk Management Policy.

Complies with policies on confidentiality, conflict of interest, and security of information and records, including all federal and state laws and regulations governing the privacy of a patient's protected health information.

Provides consultation or serves as a resource to health care providers on psychosocial problems and community services. Assists the staff in clarifying their understanding of psychosocial problems of the patient/family.

Maintains a high standard of professional ethics.

ADDITIONAL JOB FUNCTIONS

Incorporates new information and methods in practice; contributes to professional growth of others; participates in orientation, teaching and supervision of ancillary patient care staff.

Identifies, delineates and clarifies the medical social worker role.

Performs related duties and responsibilities as required.

******* The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position*******

QUALIFICATIONS PROFILE

Knowledge, Skills and Ability

Thorough knowledge of principles and practices of medical social services.

Knowledge of Federal and State regulations related to home health, reimbursement and legislative issues impacting service delivery in home care.

Knowledge of drugs/medications/illnesses and disabilities and their effects on psychosocial well-being.

Knowledge of community resources and access requirements.

Ability to perform thorough age-specific psychosocial assessments and observations of patients with physical and mental diagnoses.

Ability to provide patient/family intervention counseling techniques.

Knowledge of advance directives, long-range planning decisions, end-of-life issues.

Ability to follow oral and written instructions. Thorough knowledge of English to speak, read and to understand the prescribing professional's written orders, to prepare reports and written summaries.

Flexibility in meeting varying situations, ability to accept and respect differences in people, their customs and standards of living.

Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, including clients/patients and their families, doctors, nurses, the general public, and Town or public officials.

Ability to work independently, exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Ability to provide crisis intervention.

Ability to provide short-term, goal-oriented therapy.

Ability to motivate, instruct and empathize.

A warm, friendly, tactful and mature personality with a genuine concern for others.

Dependable.

Experience and Training

Master's Degree program in Medical Social Work accredited by the Council on Social Work Education and three years of full-time clinical experience in a health care setting.

Maintains clinical skills and knowledge, participates in competency evaluation and planning for ongoing education in medical social work. Requires annual continuing education as required for State licensure with at least fifteen (15) hours per year (prorated) with a minimum of four (4) hours as a contracted position.

Attends mandated Agency programs and annual OSHA training.

Additional Requirements

Post-offer/pre-contract physical examination (within the past six months) which shall include a statement from the physician that employee is capable of fulfilling requirements of the job and is free of communicable diseases.

Proof of MMR (measles, mumps and rubella) immunity if born after 1957, and annual TB (PPD) testing.

Physical and psychological examinations, as may be required during the contract term.

Drug screening and on the job reasonable cause drug testing as required.

Criminal background check prior to the contract.

Transportation and proof of motor vehicle insurance each time renewed.

Compliance with Agency policies on safe, professional attire and identification.

Continuous liability insurance as required by the Town of Ledyard.

PHYSICAL DEMANDS:

Physical demands hereinafter listed are representative of those that must be met by the Medical Social Worker to perform successfully the essential functions of this job.

While performing the duties of this job, the Medical Social Worker is constantly required to: speak, hear, stand, walk, bend, twist, stoop, kneel or crouch, lift and carry up to fifty (50) lbs.; use hands to finger, handle, feel or operate objects or instruments; use wrists for repetitive motion; reach with hands and arms; climb stairs to various levels; and tolerate exposure to environmental allergens. Must maintain continuous visual acuity including close vision and the ability to adjust focus. Normal auditory ability to perform client assessments and to detect changes in patient conditions.

The Medical Social Worker must be free from mental or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. The Medical Social Worker may occasionally have to function in situations where one is subjected to aggressive physical and/or verbal behavior.

*******The services provided on behalf of the Town of Ledyard are provided pursuant to an Independent Contractor/Client Relationship. The parties' relationship does not constitute a hiring by either party. The Medical Social Worker shall be an independent contractor and not the Town of Ledyard's employee for all purposes, including, but not limited to, the application of the Federal Employees Contribution Act, the Social Security Act, the Federal Employment Tax Act, the provisions of the Internal Revenue Code, the Connecticut Revenue and Taxation Code relating to income tax withholding at the source of income, the Connecticut Workers' Compensation Act, and the Connecticut Unemployment Insurance Code.*******

LICENSE OR CERTIFICATE:

Maintains current C.P.R. certification.

Reference: Home Health Care Agency Licensure Regulations: Section 19-13-D69(c)
HCFA Home Health Agency Manual Section 206.3
Medicare Condition of Participation 484.4

Reviewed: Professional Advisory Committee 12/15/2020
LRVNA Board: 11/12/19