

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 1524
Grade: 17
FLSA: Exempt

Standard Job Description

Job Title
Medical Social Worker III

Department
Ambulatory and Community Health Network
(ACHN)

Job Summary

Performs psychosocial assessments and formulates therapeutic plans for patients/families of diverse population, who attend an ACHN Health Center for their medical care. Utilizes resources within the Cook County Health and Hospital System as well as community resources appropriated to specific needs of patients/families, collaborates with medical and paramedical staff for provision of comprehensive social work services.

Typical Duties

- Conduct behavioral health assessment interviews with patients and significant others (including community contacts) to determine level of care in the outpatient setting. Formulate and document treatment plan in a timely manner.
- Provide behavioral health assessment, psychotherapy, substance abuse screening and/or assessment, psychosocial support and referral services.
- Certify patients who require involuntary inpatient hospitalization. Facilitate transfer process for patients requiring an in-patient level of psychiatric care.
- Document all encounters with patients in medical record and communicate diagnoses and treatment recommendations to appropriate medical staff. Complete various clinical assessments in accordance with team policies and procedures.
- Assess patient for any suspected abuse or neglect (in accordance with Illinois State Law and CCHHS' Abuse and Neglect policies).
- Participate in quality assurance initiatives. Assess compliance with clinical and administrative policies and procedures. Attend required meetings and participates in assigned projects.
- Other duties as assigned

Reporting Relationships

Reports to the Director of Social Services

Minimum Qualifications

- Master's Degree in Social Work from an accredited school of social work is required
- Active License in Clinical Social Work in the State of Illinois required
- Familiar with Windows and Microsoft Office Software
- Knowledge of Medical Terminology

Preferred Qualifications

- Experience providing emergency and in-patient psychiatric consultations to medically ill patients preferred
- Certification as an Alcohol and Other Drug Abuse (AODA) Counselor or Board Registered as a Mental Illness-Substance Abuse Counselor (MISA I, MISA II) preferred
- Bilingual skills preferred

Knowledge, Skills, Abilities and Other Characteristics

- Provide clear and concise documentation regarding patients and maintains this information in a confidential manner. Adheres to relevant state and federal guidelines governing patient care and treatment of sensitive information, particularly the Illinois Developmental Disability and Mental Health Code, the Illinois Confidentiality Code, HIPAA and EMTALA.
- Actively participates in team activities, in the larger hospital and in the community in ways that make a positive contribution to team operations. Maintains appropriate professional boundaries with all staff, trainees and patients at all times.
- Able to physically perform in terms of physical movements, vision, hearing and speech as outlined in Physical Job Description for Department of Psychiatry staff.
- Excellent human relations and oral/written communication skills. Ability to work independently.
- Willing to provide psychiatric consultations and care to all Cook county Health and Hospital System sites, with primary responsibility of Fantus Adult Psychiatry Clinic.
- Assesses information, apply critical thinking to determine course of action and relay this information to patients, families and clinical staff. Demonstrates ability to utilize and teach appropriate behavior management techniques.
- Demonstrate constructive involvement with professionals in the hospital, the agency and in the community. Develops and maintains professional relationships with court, police, human services, entitlement and governmental agencies, health services vendors and private organizations to enhance services delivery and agency image.
- Identifies professional goals and enhances job-related skills through staff development activities. Remains current on trends in clinical theory and evidence-based practice. Stays abreast of CCHHS policies and procedures, pertaining to crisis/behavior health acts accordingly.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: Christine Brown, LCSW 5/31/14
Christine Brown Date
Director of Medical Social Service

Approval: _____
Gladys Lopez Date
Chief of Human Resources