

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
(Inpatient)

Department
Integrated Care

Job Summary

The Medical Social Worker III (Inpatient) has a scope of responsibility that includes support of the patient and the plan of care. Working collaboratively with a nurse case manager, unit nursing staff and physicians; the social worker utilizes their skills to align patient needs and patient preferences, assisting families faced with catastrophic illness or injury, identifying goals of care and assist with unmet needs through linkages to community resources.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Screens and evaluates patients whose conditions are on mandatory list, patients with Length of Stay (LOS) greater than 7 days and those referred by physicians and/or unit staff.
- Helps patients and their caregivers understand treatment options and consequences as well as refusal or non-compliance with treatment.
- Helps patients process impact of illness or injury (short term).
- Assists/educates patients/caregivers regarding Power of Attorney (POA), advance directives, guardianship, community based supportive programs.
- Assesses need and makes recommendation regarding mental health or substance abuse treatment. Facilitates referral based upon payer requirements.
- Positively contributes to multi-disciplinary rounds by providing a concise psychosocial history, assessment results and identified discharge barriers.
- Meets with partnered Nurse Case Manager (CM) on a daily basis for 15 minutes to review upcoming discharges and previous day admissions. Develops a plan of care.
- Anticipates discharge needs (based on input from care team and nurse CM) and begins necessary paper work e.g. Determination of Need (DON) screening, equipment etc. so that patients is ready to go when declared medically fit.
- Advises patient of community based resources.
- Explains linkages to publically funded insurance products.

Reporting Relationships

Reports to the Director of Inpatient Care Coordination

Minimum Qualifications

- Master's Degree in Social Work from an accredited college or university
- Must be licensed in the State of Illinois as an Licensed Social Worker (LSW)
- One (1) year of hospital social work experience
- One (1) year of work experience with culturally diverse populations

Preferred Qualifications

- Licensed as an Licensed Clinical Social Worker (LCSW)
- Bilingual

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Microsoft Outlook and Word
- Broad knowledge of community resources
- Independently organizes/prioritizes work to accommodate areas of need and time sensitivity
- Provides evidence of collaboration with other disciplines to support optimal patient outcomes
- Assist patient in setting achievable goals
- Ability to assist patients with understanding requirements for insurance
- Ability to resolve conflict

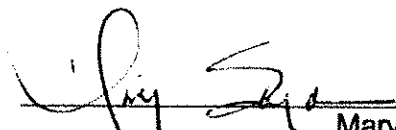
Physical and Environmental Demands

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:



Mary Sajdak

Senior Director of Integrated Care Management

11.29.2014

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date