General Statement of Duties:
This position is to initiate and continue ongoing therapeutic contact with the residents and their families on his/her assigned caseload, assure medically related emotional and social needs are met, to process referrals and to do discharge planning.

Distinguishing Features of the Class:
This employee performs highly responsible administrative and managerial work in the provision of services to the residents of the County’s nursing home. This position requires a generalist approach to social work in providing therapeutic contact with the residents and care meetings or social contacts with the residents’ families. The employee coordinates activities with several other professionals in case management reviews, discharge reviews, and on-going needs assessments for the residents. This includes investigative responsibilities in areas concerning residents’ rights.

Examples of Work (Illustrative Only):
Develops, implements, and coordinates unit programming, policies, objectives and procedures for the residents and nursing home personnel.

Participates in plan of care meetings for nursing home residents and develops direct treatment care plans for nursing home residents.

Procures and assesses initial information on all possible admissions to the nursing home. Follows through with ongoing contact with resident’s family and assists with adjustment to the facility.

Determines resident’s suitability for discharge and makes appropriate referrals to other facilities or agencies as indicated; sets up and arranges discharge meetings.

Functions as liaison between the nursing home and other agencies (specifically, mental health services) in providing a broad range of services and referrals for nursing home residents.

Prepares and conducts personnel in-service meetings to orient employees to the role of social services in the nursing home and resident rights issues.

Conducts and assesses the need for behavior management programming in compliance with the St. Croix Health Center Behavior Management Policy.

Hires, supervises, trains and orients social work interns. Ensures interns are fulfilling responsibilities expected of them.

Assesses competency needs and referrals to the legal system for determination of appropriate action.

Assesses residents’ mental and psychiatric needs and make referrals to consulting psychiatrist. In addition, works directly with the psychiatrist on a weekly basis.

Responds to inquiries or complaints from residents and families and follows policies requiring reporting of concerns.

Attends Department Head meetings with Health Center Administrator and other department heads.

Acts as complaint investigator for mental health and chemical dependency services.

Attends quarterly Quality Assurance meetings.

Participates in the plan of care meetings for nursing home residents as well as the MDS.

Assists in the development and implementation of the facility’s marketing program.

Performs in-services as scheduled; attends family council meetings several times during the year.

Performs other duties as assigned.
Director of Social Services

HHS - Nursing Home

(Continued)

Required Skills, Knowledge, and Abilities
Must have thorough knowledge and understanding of nursing home procedures, policies, State and Federal codes which apply to the nursing home residents. Ability to work effectively under the general supervision. Must effectively interpret program objectives and possess ability to communicate to professional staff, lay groups and community. Must be able to read, write, speak and understand English. Must have basic computer skills.

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Lifting Required?  What would be routinely done or expected in this position.

Qualification Requirements:
Bachelors Degree in: Social Work, Sociology, Psychology, or other related field. Should have five or more years of progressively responsible social work experience including time in a supervisory role.

Any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

Special Requirements & Certifications:
Wisconsin Nursing Home Social Work License.
Must maintain valid driver’s license with the minimum state requirement for insurance as well as have a vehicle available for transportation.

ADA Requirements:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.