

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV78742</b>
<b>Job Class Code:</b>	<b>580</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>8829</b>		

<b>Job Code Established:</b>	<b>03/26/82</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Social Work Series

**JOB CODE TITLE:** MEDICAL SOCIAL SERVICE REPRESENTATIVE I

**HRIS TITLE:** MED SOCIAL SVC REP I

**WORK DESCRIPTION:** Carries out a full range of medical social services for hospital or clinic patients and their families; counsels patients and families; refers cases to community resources; works in crisis intervention.

**WORK ACTIVITIES:** Devises or develops treatment or service plan for client, based on knowledge of client's situation, gained from interviewing and gathering case information.

Carries out family therapy or counseling by meeting with family of client (usually including the client) on a regular or irregular basis and leading or moderating a discussion of problems and resolutions.

Counsels handicapped persons to improve their confidence, capabilities and functioning in daily living.

Confers with representatives of various community resource agencies or organizations, seeking assistance for patients or clients.

Discusses patient's or client's situation with family or relatives; attempts to evaluate resources in the family for support of client's treatment program.

Conducts therapy sessions with individuals in accordance with individual treatment plans and specific methodologies and techniques.

Confers with other staff members, specialists, consultants and members of the treatment team, discussing, planning and determining courses of action in patient or client care, treatment or case determination.

Composes a complete social history of client's or clients' families as part of information base for a treatment or social service program.

Confers with physicians to discuss, plan and determine courses of action in patient or client care.

Confers with other practitioners and technical experts in own field of specialization, in order to broaden knowledge, acquire specific information or obtain advice or consultation.

Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions.

Reads and evaluates social service reports, social histories, evaluation reports on social conditions or problems; makes case decisions or authorizations.

Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation.

Attends professional seminars, meetings, conferences; gives and receives information helpful in work system operation.

Performs related work as required.

**WORK CONDITIONS:** Works with handicapped or injured medical patients and their families.

**SUPERVISION:** No established work standards for the class.

**WORK RESULTS/PRODUCTS:** Patients and families with improved outlooks and family situations; referrals to community resources, social histories and case summaries.

**RESPONSIBILITY:** For quality and effectiveness of social services to patients and families; for timely completion of reports.

**AUTHORITY:** Decisions in case planning, in discharge planning and community referrals.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** current concepts of basic human needs and responses, and particularly the needs and responses of persons who have illnesses, handicapping conditions or medical problems, and their families; currently accepted concepts and theories of social psychology and dynamics of family relationships; State and community resources for assistance to persons with serious orthopedic or related medical problems; current medical concepts, methods, techniques and terminology used in diagnosis and treatment of orthopedic and related medical problems.

**Skill/Ability to:** interact with medical patients and their families; evaluate family and social situations and relationships; communicate verbally and in writing; interview to elicit information.