

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV78743
Job Class Code:	580	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	8810		

Job Code Reactivated:	06/22/05	Effective Date:	06/18/05
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Medical Health Services Series

JOB CODE TITLE: MEDICAL SOCIAL SERVICE REPRESENTATIVE III

HRIS TITLE: MED SOCIAL SVC REP III

CHARACTERISTICS OF THE JOB CODE: Under general supervision is responsible for the day to day psychosocial needs of residents and for ensuring quality care and quality life for each resident. Plans, organizes and performs a full range of program and social services for hospital or clinic patients; counsels patients and families; refers cases to community resources; works in crisis intervention. Serves as a liaison to family members and an advocate for the resident's rights. Responsible for ongoing resident concerns reported by Nursing and other disciplines.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties.

Perform psychosocial assessment of residents following admission. Composes a complete social history of client's or clients' families as part of information base for a treatment or social service program. Participates/Devises or develops treatment or service and implementation of an interdisciplinary care plan for resident/client, based on results of Social Work assessments. Coordinates psychiatric services through the interdisciplinary care plan team and initiates referrals for psychiatric services and other services as needed. Writes detailed reports summarizing data acquired by investigation and research into clients' social, family, financial and employment situation or prospect, as a basis for a case action. Conducts therapy sessions with individuals in accordance with individual treatment plans and specific methodologies and techniques. 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. Assists residents through referral and counseling for problems associated with institutional life. Monitors resident activities, care and behavior and documents as required. Confers with physicians, 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. Provides information and interpretation of resident rights to staff and residents as needed or requested. Provides information to residents and families on Medicare guidelines and standards. Participates on/in and leads committees, meetings, training and in-services.

WORK CONDITIONS: Works with disabled or injured medical patients in a clinical or hospital setting and their families.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: of current concepts of basic human needs and responses, and particularly needs and responses of persons who have illnesses, disabling conditions or medical problems, and their families, community resources, governmental policies and programs that affect clientele, geriatric population, geriatric disease processes and psychiatric issues affecting the care of vulnerable persons; currently accepted concepts and theories of social psychology and dynamics of family relationships, current medical concepts, methods, techniques and terminology used in diagnosis and treatment of related

medical problems, physical and chemical restraints, side effects of medications, long-term care billing standards on State and Federal levels.

Skill in: counseling, verbal and written communication. Inter/intra personal skills. Case management, employment community resources in meeting client/resident needs, interviewing to elicit information, program planning, organizational, problem solving and leadership.

Ability to: to deal with all levels of staff and residents, learn the purpose and operations of the MDS system, perform resident assessments and develop care plans.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be:

Experience working with geriatric/dementia population.

Experience working in a clinical or hospital setting performing duties similar to a Medical Social Worker or a Medical Social Service Representative.

Bachelor's degree in Social Work

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Must be licensed by the Arizona State Board of Behavioral Examiners; Masters degree in Social Work