

**MEDICAL SOCIAL SERVICES COORDINATOR**

**POSITION:** Medical Social Services Coordinator

**REPORTS TO:** Executive Director

**FUNCTION:**

The Hospice Medical Social Services Coordinator functions as an integral part of the core interdisciplinary care team by coordinating direct case work services to patients/families and social work consultation to other team members under the direction of the Hospice Medical Director.

**RESPONSIBILITIES:**

1. To complete a psychosocial, spiritual and "Survivor Risk" assessment of the patient/family within two business days of the patients admission to the program.
2. To determine, organize and direct the psychosocial/spiritual POC needed to resolve patient/family concerns as indicated by them, or staff.
3. To participate in team conference and in the care planning and re-evaluation of the patient/family.
4. To coordinate supportive counseling for the patient/family and hospice staff.
5. To maintain appropriate agency clinical records and reports as required.
6. To coordinate development of in-service programs in conjunction with other Hospice personnel regarding the social, emotional and cultural aspects of illness and their effects on patients/families.
7. To supervise, coordinate and evaluate social services team members.
8. To assist in recruiting and selecting social services team staff.
9. To evaluate with assistance of interdisciplinary team and others, the quality and appropriateness of patient care services and policies. With this assistance, recommends hospice policies and administration of hospice programs.
10. To attend staff education and scheduled in-services.
11. To secure appropriate relief when unavailable.
12. To assist the Bereavement Coordinator with on-going Bereavement Support programs including facilitating "support" groups, individual and family counseling and Bereavement Day Camp.

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- 13. To attend such training as necessary to update hospice procedures.
- 14. To maintain ongoing contact by phone and/or home visits to all hospice patients and their families, as appropriate.
- 15. Attends funeral home visitation and/or funerals of patients when available.
- 16. Performs any duties as assigned by the Executive Director.
- 17. Be oriented to specific job responsibilities and the hospice philosophy.
- 18. Represents CHC in a positive way in activities involving public contact.

**QUALIFICATIONS:**

**1. Must meet one of the following:**

- A. A Baccalaureate Degree from a school of social work accredited by the Council on Social Work Education, licensed to practice as a licensed social worker in the state of Ohio, and a demonstrated ability in casework and counseling, including one (1) year of clinical experience in social work in a health-related facility; or documented equivalent in education, training and/or experience.
  - B. Have a Master of Social Work (MSW) degree from a school of social work accredited by the Council on Social Work Education, and one (1) year of experience in a health care setting.
  - C. Have a Baccalaureate Degree in psychology, sociology, or other field related to social work, and at least one (1) year of social work experience in a health care setting. This option requires the supervision by a social worker with a MSW from a school of social work accredited by the Council on social Work Education and one (1) year experience in a health care setting. This supervision may occur in person, over the telephone, through electronic communication, or any combination thereof.
- 2. Possess current valid Ohio license or certification.
  - 3. Commitment to the philosophy, goals and objectives of Community Hospice Care and willingness to expand knowledge and capabilities in the field of hospice.
  - 4. Ability to establish effective working relationship with other professionals.

**CONTINUING EDUCATION REQUIREMENTS:**

Hospice personnel are expected to participate in appropriate continuing education as may be requested and/or required by their immediate supervisor. In addition, Hospice personnel are expected to accept personal responsibility for other educational activities to enhance job related skills and abilities. All personnel must attend mandatory educational programs.

**AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY AGENCY**

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