

SENIOR RESOURCES JOB DESCRIPTION

POSITION TITLE: Social Worker Supports Coordinator
REPORTS TO: Social Worker Supervisor
APPROVED BY: Waiver Director
STATUS: Non-Exempt

GENERAL DESCRIPTION: Performs assessment of and coordinates activities related to Care Management participant's social, emotional, and financial needs. Plans for care to meet these needs, and assesses entitlement programs and basic need services. Implements long term care services plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conducts functional assessment of client health needs.

Using a person-centered approach, develop a plan of care in conjunction with participant, all allies participant wishes to be involved in the planning process and participant's physician. Assist participant with setting both frequency and duration of services, and implement plan as approved by participant.

Provides advocacy and arrange for care not available in the formal network (i.e., socialization, service needs) as specified in participant plans of care.

Monitors participant condition and provision of service pertaining to plans of care. Adjust plan as determined through reassessment or normal monitoring. Maintain communication with participant's family and physician. Maintains participant files and a tracking system for participants applying for and receiving entitlement services, and other pertinent program records.

Seeks clinical consultation from supervisory staff as needed to assure high quality plans of care.

Manages participant's eligibility process for financial assistance, including communications with DHHS Eligibility Specialist and preparing and tracking necessary applications.

Keeps current on gerontological social work trends and skills needed to be successful.

Adjust to changing guidelines regarding the MI Choice Waiver contract, etc.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Must possess a valid Michigan driver's license.
- * Must have reliable transportation and provide current proof of automobile insurance.
- * Must possess a cell phone.
- * Must be a current Michigan Licensed Social Worker.
- * Must have annual testing for tuberculosis.

EDUCATION and/or EXPERIENCE: Bachelor's degree in social work from a four-year college or university with two to three years of experience. Must have a current State of Michigan Social Worker license. (LLBSW or BSW) Minimum of one year home care experience preferred. Experience working with the elderly and/or disabled adults preferred.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of regulations and instructions and deal with several abstract and concrete variables. Ability to assess and analyze psycho-social and environmental factors in relation to a participant's well-being.

OTHER SKILLS & ABILITIES: Ability to work well with people on a personal basis. Ability to work independently and in a team approach. Working knowledge of social service delivery system and community health service network. Knowledge of Medicare and Medicaid entitlement programs.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, and program standards and guidelines. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from participants, customers, educators, social service personnel and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals with electronic assistance if needed.

TECHNICAL SKILLS: Basic typing skills, Microsoft proficient, ability to use the internet, printers, copiers, scanners and password management.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools or controls. The employee is frequently required to stand and walk.

While performing the duties of the job, the employee is required to lift and/or move up to 30 pounds. The employee must be able to travel in all kinds of weather and have reliable transportation.

PRIVATE HEALTH INFORMATION (phi) ACCESS LEVEL: This individual will be required to access Protected Health Information (PHI) in order to carry out the essential functions of this job. The PHI Access needed by the employee to perform the essential functions of this job include:

Medicaid Waiver/Care Management/Case Coordination Programs

Complete access to all PHI in the participant and MICIS databases

Complete access to all PHI in participant chart (medical) files

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Approvals:

Employee Signature

Title

Date

Employee Name Printed

Supervisor Signature

Title

Date

Supervisor Name Printed