



## Job Description

**Job Title:** Social Worker, Licensed Clinical Social Worker or Master of Social Work

**Supervisor:** Director of HCCH Medical Clinics

**FLSA Status:** Non-Exempt / Full-Time

**Qualifications:** Graduate of an accredited School Licensed Clinical Social Worker, required; Master of Social Work, preferred. Other experienced applicants must be agreeable to continuing social work education while performing tasks under the supervision of a licensed clinical social worker.

**Positional Summary:** Working with diverse populations and clients who have challenging physical, behavioral, and mental health needs. Must be skilled in reducing nonmedical barriers to health care access.

### Job Descriptions/Essential Functions

- Assists in the assessment, planning, implementation and evaluation of patient needs
- Engaging members of client support systems
- Identifying and removing barriers to services delivery
- Assisting clients to navigate between and among complex health and social services systems
- Promoting self-advocacy skills
- Must possess the ability to work independently and also collaborate with various health care representatives and agencies
- Assist patients to access financial assistance and health insurance coverage
- Must be willing to attend trainings on Medicare, MO Healthnet, and Health Insurance Marketplace plans
- Responds to and refers incoming telephone inquiries from patients and other parties
- Documents patient care observations and activities according to professional standards and procedures



- Demonstrates effective communication skills (verbal, written, and computerized) with the health care team through: documenting, reporting & interacting
- Aids in identifying methods of improving patient care
- Demonstrates professionalism by: articulating and demonstrating professional behavior, accepting responsibility/accountability for actions, adhering to departmental/ hospital policies and procedures
- Maintains continuing education units, seeks out and pursues educational opportunities
- Maintains confidentiality regarding patient and business functions of the facility
- Follow time, attendance policies, and procedures
- Uses universal precautions when tasks being performed present the possibility of exposure to blood or body fluids; this includes using appropriate personal protective equipment and work policies
- Participates in and fosters an approach to continuously improving quality that includes both intra-departmental and inter-departmental activities
- Has knowledge of the clinical interventions and equipment necessary to meet the specific needs of the patient population served
- Ability to make decisions and initiate action under stressful or critical situations
- Ability to effectively interact with physicians, mid-levels, other healthcare providers, staff and patients
- Working knowledge of computerized medical record and other computerized applications and systems
- Ability to work in fast-paced environment; proficient with multi-tasking
- Customer service oriented attitude and behavior with a pleasant, poised demeanor
- Embraces and participates in teamwork-oriented environment
- Follows all Harrison County Community Hospital District and departmental policies and procedures
- All other duties as assigned