PROGRAM THERAPIST

Responsible to: Program Director

Job Summary: The Therapist provides quality social services for PMC clients, with special emphasis on discharge planning needs.

QUALIFICATIONS:

Education: Master’s Degree in Social Work from an accredited Graduate School of Social Work. A Bachelor’s Degree in Social Work may be acceptable with proper supervision. Permission from the State must be obtained in order to have a Bachelor’s degree.

Licensure: LCSW preferred; must meet scope of service for State of practice. Some states accept LPC’s to provide therapy within a hospital environment

Certification: The Social Worker must meet any applicable State certification standards.

Experience: Two to three years of clinical experience with older persons, and hospital or nursing home experience preferred.

Job Knowledge:
- Knowledge of community resources for older persons, knowledge of Medicare, Medicaid and insurance requirements as these relate to continuing care.
- Familiarity with medical terminology and conditions as these impact discharge needs.
- Familiarity with medical team roles and with the functioning of other Hospital departments.
- Knowledge of effective individual and group communication techniques.

PERFORMANCE STANDARDS AND CRITERIA

STANDARD I:

The Social Worker ensures the provision social services to PMC’s unit clients and their families.

Criteria:

1. Interviews clients and families or significant others to obtain social history and data pertaining to treatment and discharge planning.
2. Interprets variables of social situations as these relate to client’s condition, hospitalization and post-discharge needs, modifies social services plan accordingly.
3. Meets in individual or group sessions with clients, families, or both, as requested by Medical Director, physician or Treatment Team, or to address issues identified in the Social History that affect treatment and discharge.
4. Participates in Treatment Team meetings on a weekly basis.
5. Conducts group therapy as required and documents accordingly.
6. Conducts a Family Support Group as needed.
7. Works cooperatively with Discharge Planner to assure provision of appropriate social services to clients.
8. Represents PMC unit at community meetings as requested by Program Director.
9. Conducts an aftercare program for all discharged patients

**STANDARD II**

The Social Worker maintains accurate and up-to-date knowledge of all relevant regulations and standards regarding the provision of social services and of the implementation of discharge planning.

**Criteria:**

1. Functions as the resource person for Discharge Planning by accurately completing all forms and documents related to discharge, as necessary.
2. Works cooperatively with the Program Director in ensuring that all relevant regulations and standards are met, including JCAHO, Medicare and state licensure requirements.
3. Performs functions of discharge planner when the unit does not have a position designated for discharge planner.

**STANDARD III**

The Social Worker assures the collection and evaluation of social services and discharge planning data according to PMC's policy.

**Criteria:**

1. Collects and compiles data and completes reports as requested by the Hospital, Medical Director and PMC, and as required by the unit’s Quality Improvement Plan.
2. Assists in the monitoring and evaluation of social services and discharge planning as specified in Quality Improvement Plan.
3. Collects ongoing data results for cognitive and affective testing.

**STANDARD IV**

The Social Worker demonstrates professional behavior and supports the philosophy of PMC.

**Criteria:**

1. Maintains appropriate client confidentiality.
2. Establishes professional relationships with clients, families and unit and Hospital staff.
3. Functions as a member of the Interdisciplinary Treatment Team.
4. Displays flexibility, cooperation and a positive attitude in regard to work.
5. Communicates suggestions and/or complaints through appropriate channels.
6. Recognizes own learning needs and shows motivation to meet them.
7. Fulfills responsibilities in a reliable and dependable manner and uses time effectively.
8. Exhibits effective communication skills (oral, written and listening).
9. Completes assigned tasks with minimal supervision.
10. Adheres to safety and infection control guidelines.
11. Reports to work on time and as scheduled.
12. Uses initiative and judgment to assure that circumstances requiring attention are referred to the appropriate team member.
13. Adheres to PMC and Hospital dress codes.

STANDARD V: SKILLS AND PHYSICAL REQUIREMENTS

The Social Worker will demonstrate proficiency in the following skills and may be subjected to the following physical requirements.

Criteria:

1. Demonstrable skills include organizational, verbal, interpersonal, customer relations, mathematical, analytical, grammar/spelling, reading/comprehension of written instructions, ability to follow verbal instructions, Basic Life Support and computer.
2. The minimum requirements of this position require the individual to:
   a. Stand for 1 hour per day.
   b. Sit for 2 hours per day.
   c. Walk for ½ hour per day.
   d. Have good manual dexterity.
   e. Have good eye-hand-foot coordination.
   f. Have clarity of vision.
3. The following activities are occasionally required in order to perform the duties of this position:
   a. Bending, squatting, kneeling, balancing, pulling with force, reaching above head, reaching above shoulder, twisting at waist, push/pull up to 5 lbs., lift/carry up to 15 lbs., lift from floor level up, lift from waist level up, and/or lift above shoulders/head.
4. This position may include occasional exposure to communicable disease.

I understand the requirements of this position and have the ability to perform the essential functions and minimum requirements for this position.

Signature: _________________________________  Date: ________________