

Hope Creek Care Center

Classification Description

Director of Social Services

Department:	Social Services
Supervisor:	Administrator
Salary:	\$40,000 - \$50,000

Primary Function

Oversees the Social Services Department staff and assures that appropriate psychosocial support to residents of hope Creek Care Center, their families and/or care givers is given. Must be able to identify medically related social and emotional needs of each resident, and assist with adjustments that are necessary as a result of the medical condition and/or treatment while at Hope Creek Care Center. This position oversees and participates in the process of MDS, CAAs, care planning and assessment collection required by the state and federal guidelines involving the Social Services Department. This position also serves as a Department Manager on the management team of the facility.

Duties

1. Attends and participates in weekly care plans.
2. Assists staff in devising appropriate and realistic social, emotional and recreational goals for the residents in care plan sessions and keeps the care plan current and updated.
3. Responsible for assisting in the completion of initial and yearly MDS and CAAs, quarterly assessments, and interim assessments on residents prior to care planning.
4. Record in the residents charts the social service plan, goal, progress and or responses of the resident. Also any pertinent information concerning residents social, emotional or recreational needs.
5. Utilizes data and social work experiences to plan and coordinate resident care, following through to ensure quality of care.
6. Monitor, evaluate, and record resident progress according to measurable goals described in care plan.
7. Identify environmental barriers to resident's progress through interviews and review of resident records.

8. Assist or collaborates with other departments with plan for discharge from facility to home or other facility.
9. Make supportive visits to the residents and performs or assists in needed services such as communicating with family, securing clothing or incidentals and enlisting the services of community resources when needed.
10. Assist resident and or family with appropriate forms: SSA, financial, insurance, Medicaid, Medicare, veterans as necessary.
11. Provide budgeting counseling for those residents with the need.
12. Attend workshops, seminars, etc. on social services and related fields to further develop skills.
13. Assist with/Oversees resident behavior modification programs.
14. Lead family support groups and education.
15. Assist with further resident educational needs as requested.
16. Provides resident, family, staff in-servicing in the social service areas, including, but not limited to, topics of resident's rights, abuse and neglect.
17. Develops and annual budget for the Social Services Department
18. Supervises, evaluates, and disciplines Social Service staff as necessary.
19. Performs other related duties as deemed appropriate and necessary by the Administrator

Classification Requirements

Physical

- a. Must be free from communicable diseases as required by state law.
- b. Sits, stands, and walks intermittently throughout the working day.

Knowledge and abilities

- a. Knowledge of Federal and the Illinois Department of Public Health's rules and regulations regarding long-term care facilities.
- b. Knowledge and or experience with medical and general data base software, electronic email, and standard office software.
- c. Ability to actively listen and understand information, to be aware of and understand resident reactions, to effectively communicate through speaking and writing to convey information,

- d. Ability to identify problems and determine appropriate solutions while applying established rules regulations.
- e. Ability to communicate clearly and effectively.
- f. Knowledge of human behavior and performance to effectively assess the social, emotional and recreational aspects of resident care.
- g. Ability to act as an effective liaison between Hope Creek Care Center and outside agencies.
- h. Work collaboratively and effectively with all internal departments.
- i. Must be able to multi-task and prioritize work responsibilities.

Minimum Requirements

Must possess a high school diploma or GED.

Bachelor's Degree in social work or psychology required.

Previous work experience in social services and/or long-term care is preferred.