Job Description

**Position:** Social Worker, Health Care for the Homeless

**Reports to:** Director, Health Care for the Homeless

**Qualifications:** Bachelors Degree in Social Work required. Ability to work autonomously, manage time and workload efficiently. Strong communication skills, ability to interface professionally, competently and compassionately with all segments of society.

**Responsibilities:** Provides social services and case management services to individuals at various clinics throughout the Health Care for the Homeless Program (HCH) Network as designated by the Director.

Completes holistic psycho-social, health, and financial needs assessment in collaboration with multi-disciplinary team. Develops *Individualized Service Plan* (ISP) based on collaboration with multi-disciplinary team and client. Implements and evaluates and/or revises ISP as indicated with appropriate documentation in progress notes and communication to relevant multi-disciplinary team members. Documents in EMR in a timely and thorough manner.

Serves as a liaison with HCH Clinics in assisting with scheduling appointments for services provided through HCH including but not limited to primary care, vision, and dental.

Assists patients with applying for entitlements including Medicaid and disability (when applicable).

Maintains daily activity log that includes basic demographic information and referrals. Completes HCH Encounter form on all clients receiving face to face services per HCH policy and procedure manual.

Assists in HCH clinics as needed throughout the HCH Network as designated by Health Care for the Homeless Director.

Actively participates and represents HCH and PCHS in a variety of community agencies as designated by Health Care for the Homeless Director.

Functions as an advocate for the homeless population with the ultimate goal of ensuring access to psycho-social and medical services.

Maintains client/patient confidentiality and ensures quality of services to all clients.

Maintains knowledge of organizational policies.

Performs other duties as deemed necessary by supervisor.

**For consideration, please send resume & cover letter to:**

aarsenault@pchspitt.org

or mail to:
April Arsenault
Health Care for the Homeless
7227 Hamilton Avenue
Pittsburgh PA 15208