

**TITLE: MEDICAL SOCIAL WORKER**  
**SUPERVISOR: DIRECTOR OF CLINICAL SERVICES**

**Bethany Hospice is seeking a full-time hospice social worker to join our team. The position does require an MSW. We would consider a new graduate with appropriate internship experience. Bethany is known in the community to have an excellent care reputation. We have been deficiency-free on all of our Dept. of Health surveys and we have been voted a Best Place to Work in Western PA 7 times and a Top 100 Employer in PA twice. We are looking for someone who is passionate about elder care and supporting the families who are touched by terminal illness. The position requires the applicant travel in the local community (within a 30 mile radius of our Greentree office) and therefore requires a vehicle, driver license and car insurance. Hours for the position are Mon-Fri, 8am-5pm with on-call rotations of 1 week a month for emergent patient/family needs. Want more information? Just give us a call at 412-921-2209.**

**To APPLY: Email resume to [humanresources@bethanyhospice.com](mailto:humanresources@bethanyhospice.com) or fax to 412-921-2552.**

## **QUALIFICATIONS**

1. Master's Degree in Social Work from an accredited institution.
2. Good working knowledge of community resources for financial programs, informational programs and eligibility requirements.
3. Ability to work with and knowledge of procedures for state programs and skilled nursing facilities, etc.
4. Minimum two year's social service experience in a health care setting or social services agency or relevant comparable education/internships.
5. Knowledge and commitment to hospice philosophy, principles of death & dying.
6. Demonstrate excellent observation and communication skills.
7. Compliance with accepted professional standards and practices.
8. Ability to work in an interdisciplinary setting.
9. Ability to provide good written documentation in a timely setting.
10. Satisfactory references from employers and/or professional peers.
11. Satisfactory criminal background check.
12. Valid driver's license and an automobile that is insured in accordance with state law and is in good working order.
13. Self-directed with the ability to work with little supervision.
14. Flexible and cooperative in fulfilling all obligations.

## **JOB SUMMARY**

Provide wide range of psychological service to patients and families, including regular assessment of psychosocial needs and pre-bereavement needs. Implement plan of care to meet the following: social service goals for alleviating problems, supportive counseling, problem solving, community referrals, pre-bereavement and bereavement care. Manage related expenditures in a fiscally responsible manner in accordance with the company budget, travel as necessary.

## **RESPONSIBILITIES**

1. Conduct initial psychosocial and pre-bereavement assessment of patient/family/caregiver in a thorough, accurate, compassionate, and timely fashion.
2. Function as a support person for the patient/family/caregiver on an ongoing basis.
3. Function as an expert and facilitator for community resources to meet the needs of patients and families, including financial assistance.
4. Assist families with advanced directives.
5. Assist families in placement of patients in care facilities when appropriate.
6. Complete and submit accurate and relevant documentation in a timely fashion.
7. Provide psychosocial and pre-bereavement assessments and counseling to patient/families/caregivers.
8. Maintain all appropriate state licensing requirements.
9. Conduct pre-bereavement and bereavement visits and contacts as well as support groups where appropriate.
10. Maintain clinical records, statistics, reports and records for evaluation and reporting purposes in compliance with applicable laws and regulations.
11. Maintain a caseload and deliver care in a cost-effective manner that demonstrated an understanding of hospice reimbursement methodologies.
12. Participate in on-call services as required in a clinically competent and responsive manner.
13. Attend and actively contribute to team meetings and patient care planning.
14. Interact with staff in a positive and motivational fashion.
15. Participate in staff meetings, department meetings, team meetings, briefings, in-services, committees and other related activities as needed.
16. Assure compliance with local, state and federal laws, Medicare regulations and established company policies and procedures.
17. Meet or exceed delivery of company service standards in a consistent manner.
18. Conduct all business activities in a professional and ethical manner.

These statements are representative of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform related tasks other than those stated in this description.