

DIRECTOR OF NURSING HOME SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position involves the supervision of the social work staff in helping residents with social, emotional, and related difficulties associated with their medical condition and adjustment to institutionalization. The incumbent is responsible for the oversight and direction of all activities and staff of the nursing home's social services department. Administrative direction is received from the Nursing Home Administrator, with wide leeway allowed for exercise of independent judgment. Employees in this class are expected to be familiar with available community services and make referrals as appropriate for residents and responsible parties. The incumbent must assure that federal and state regulations are maintained. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the provision of social work services to residents to assist them in their adjustment to their illnesses, disabilities and placement;

Counsels residents, families and staff regarding adjustment to Nursing Facility and related problems;

Provides in-service training to staff members on a variety of topics;

Schedules, supervises and evaluates the work of the Social Work Assistants and clerical staff in the department;

Recommends and initiates policies and procedures following approval by the administration;

Responsible for hiring and discharging staff under immediate supervision with approval of Administrator;

May assist Social Work Assistant in obtaining and recording social information to develop resident case histories and updates;

Develops and ensures adherence to the policies regarding the rights and responsibilities of residents;

Coordinates and supervises Social Work Assistant involvement in interdisciplinary conferences to review care plans and insure a concise care plan is in effect;

Manages grievances and/or concerns from residents, families and staff within the requirements of Department of Health regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures of social case work and of the social factors related to disease and disability;

Good knowledge of the techniques of case recording and applying current principals and practices of social casework to the duties of the position;

Working knowledge of Medicare, Medicaid and NY State Health Department Regulations and Community Services;

Skill in interviewing techniques;
Ability to establish and maintain successful relationships with people;
Ability to develop effective working relationships and deal diplomatically with residents, families, staff and the public;
Ability to organize work effectively;
Ability to communicate effectively both orally and in writing;
Ability to supervise others and to direct the work of others;
Ability to prepare clear and accurate records and reports;
Sensitivity to the reaction of others;
Good powers of observation and analysis;
Tact.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or NYS registered college or university with a Master's Degree in social work and two years of social case work experience.

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