

# Buckner Retirement Services, Inc.

## INTERNAL POSITION POSTING

**Opening Date:** July 29, 2009      **Closing Date:** Until Filled

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**Position Title:** Social Worker      **Position Status:** PRN, Non-Exempt

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**Department/Division:** Hospice

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**Location:** Parkway Place; Houston, TX

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### **BASIC FUNCTION:**

Responsible for assessing the psychosocial needs of patients and providing information and identifying resources to assist the patient and family with issues relating to terminal illness.

### **Position description/objective:**

- \*1. Complete social work assessments for psychosocial, emotional factors related to terminal illness for all admissions according to policies and procedures.
- \*2. Participate in the development, revision and completion of the IDT plan of care.
- \*3. Prepare clinical and progress notes according to policy and procedure.
- \*4. Participate in the QA/PI process and serve as a member of the QA/PI committee as needed.
- \*5. Assist the physician and other IDT members in recognizing and understanding the social/mental stress and/or disorder that exacerbates the symptoms related to the terminal illness.
- \*6. Assess the patient/family psychosocial status, potential risk of suicide, and/or abuse or neglect.
- \*7. Assess environmental resources and obstacles to maintaining safety in the home setting.
- \*8. Provide social services including: short term counseling, crisis intervention, information and assistance with preparation of advance directives.
- \*9. Assist with funeral planning issues and transfer of responsibilities regarding fiscal, legal, and health care decisions when appropriate.
- \*10. Identify patient/family dynamics and communication patterns and support the patient/family involvement in the plan of care.
- \*11. Identify and utilize appropriate community resources and assist patient/family with accessing resources.
- \*12. Evaluate patient/family response to interventions when referred to community agencies and satisfaction of services provided.
- \*13. Evaluate patient/family response to psychosocial interventions.
- \*14. Assess family/caregiver ability to function adequately.
- \*15. Assess need for counseling related to risk assessment for pathological grief.
- \*16. Assess bereavement needs.
- \*17. Assess special needs related to cultural diversity including communication role of family members and special traditions.
- \*18. Identify the developmental level of patient/family and any obstacles to learning or ability to participate in the care of the patient.
- \*19. Identify appropriate resources to assist in addressing patient/family questions and issues.
- \*20. Identify obstacles to compliance and assist in understanding the goals of interventions.
- \*21. Identify support systems available to reduce stress and facilitate coping with end-of-life issues.
- \*22. Evaluate need for long term care when appropriate and assess patient/family ability to accept change in level of care.

- \*23. Communicate psychosocial information to inpatient care staff when patient is changing level of care and support patient/family as needed.
- \*24. Assist patient/family in assessing financial resources when appropriate; complete financial assessments for non-funded patients.
- \*25. Identify patient/family needs when discharged or when level of care changes; review equipment needs, type of transportation needed, and inform pharmacy when appropriate.
- \*26. Provide support to staff at time of patient death or in stressful situations when appropriate.
- \*27. Participate in orientation and training of staff and volunteers regarding role of social work when requested.
- \*28. Participate in on-call as scheduled.
- \*29. Participate in required in-services.
- \*30. Maintain current level of skills and evidence of competency.
- \*31. Adhere to all Confidentiality policies and procedures and maintain confidentiality of administrative information.
- \*32. Maintain compliance with all Buckner policies, procedures and requirements.
- \*33. Work successfully as part of a team and responsible for developing then maintaining strong working relationships with co-workers.
- \*34. Attend staff meetings and training as required.
- \*35. Perform general office tasks as required.
- 36. Perform special assignments, projects, and other duties as required.

Numbers 1-29 are considered Primary Duties for this job.

\* Indicates an essential function of the job.

### **Required skills and experience:**

1. Requires Bachelors Degree in Social Work from an accredited college or university. Requires current Social Work License from the State Board of Social Worker Examiners. Minimum one (1) year experience as a licensed social worker in a health care setting. Hospice or home health experience preferred.
2. Requires knowledge and/or experience with end-of-life issues.
3. Requires demonstrated ability to relate effectively with physicians, health care professionals, patients/families, the community, and members of the hospice interdisciplinary team.
4. Requires ability to frequently stand, walk, reach with hand and arms, stoop, kneel, twist, and crouch.
5. Requires ability to frequently walk and sit.
6. Requires ability to regularly use hands to handle and feel and to speak and hear.
7. Requires ability to occasionally lift and/or move up to 10 pounds.
8. Requires ability to deal effectively with stress.
9. Requires specific vision abilities required by this job include close, distance, color, peripheral, depth perception, and ability to focus.
10. Requires ability to work in patient home settings, general office settings, inpatient care facility, health care offices/hospitals.
11. Requires ability to work in Exposure Risk Category II settings.
12. Requires proficient ability to speak, read and write English.
13. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy. Employees must be at least age 21 to drive on behalf of the Company.
14. Requires ability to maintain confidentiality.
15. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
16. Requires commitment to Christian principles and teachings both professionally and personally.

17. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
18. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability.

**Contact:     Human Resources  
                  Parkway Place  
                  1321 Park Bayou Drive  
                  Houston, TX 77077**

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**Buckner Retirement Services, Inc. is an Equal Opportunity Employer.**