

**DANE COUNTY
POSITION DESCRIPTION**

Date: 02/21/01

Position No. _____

Dept. No. 5565

1. **NAME OF EMPLOYEE:** Vacant
2. **DEPARTMENT/DIVISION:** Human Services, Badger Prairie Health Care Center
3. **WORK ADDRESS:** 1100 East Verona Avenue, Verona, Wisconsin, 53593
4. **CLASSIFICATION OF POSITION:** Director of Social Services
5. **NAME AND CLASS OF FORMER INCUMBENT:** David Rustick, M-11
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Jack Nelson, Administrator
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:**
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
Yes X No ___
9. **SUPERVISION RECEIVED:** *This position will receive general supervision from the facility administrator.*
10. **SUPERVISORY RESPONSIBILITIES:** *Supervises Social Services staff (4.0 FTE and 1.0 FTE Clerk Typist III).*
11. _____
Employee Signature **Date**
12. _____
Supervisor Signature **Date**
13. _____
ERD Staff Signature **Date**

POSITION SUMMARY: (Briefly describe what you consider to be the major purpose or objectives of your position. What are you attempting to accomplish in your position, or why do you feel your position exists?)

This position provides direct supervision to the Social Services staff (5.0 FTE), coordinates the admission process, manages the resident rights grievance process, participates in QI projects, and serves as a member of the Management Team.

FUNCTIONS

FUNCTION A – 40%: Performance of Management/Administrative Duties

- A 1:** *Participates in monthly Management Team meetings.*
- A 2:** *Serves on the Quality Improvement and Policy and Procedure Committees.*
- A 3:** *Manages the Social Services departmental budget.*
- A 4:** *Conducts regular staff meetings.*
- A 5:** *Conducts periodic audits and reviews of charting, MDS data, and resident care plans. Insures accuracy/timeliness/compliance.*
- A 6:** *Formulates departmental policy/procedures.*
- A 7:** *Conducts annual staff performance evaluations.*
- A 8:** *Determines appropriate unit staffing/work assignments.*
- A 9:** *Provides clinical direction/support to social worker staff and contracted psychologist.*
- A10:** *Provide support and an appropriate learning environment for social worker interns.*
- A11:** *Makes recommendations about hires, promotions, or discipline of departmental staff.*
- A12:** *Keeps abreast of changes in professional practices and ensures ongoing development of department staff.*
- A13:** *Acts as a role model to demonstrate effective communications, constructive input, collaborative teamwork, and clinical excellence.*
- A14:** *Monitor the CEU requirements for all social worker staff.*

FUNCTION B – 40%: Coordination of Resident Admissions

- B 1:** *Serves as primary contact person for all referrals to the facility.*

- B 2:** *Works with Nursing Supervisors to assign pending assessments to staff based upon capacity/clinical need.*
- B 3:** *Coordinates assessment data with Nursing Management Team and Patient Care Committee.*
- B 4:** *Will ensure that insurance, 3rd party billing, pharmacy, lab and physician assignment coverage will be finalized prior to admission to the facility.*
- B 5:** *Ensures that all paperwork, court work, OBRA, PASSAR screens are completed prior to admission.*
- B 6:** *Attends or assigns a staff member to attend the monthly Service Coordinating meeting.*
- B 7:** *Initiate/complete the Admission/Background Information Section of the MDS; ensure timely completion of the preadmission forms. Special attention with need to be given to the accuracy of Section A on the MDS.*
- B 8:** *Works with Medicare Coordinator and Therapy Services to determine criteria for Medicare eligibility and to coordinate Medicare coverage parameters with accounting staff.*
- B 9:** *Works with unit social workers to assist when necessary with discharge planning for community placement.*
- B 10:** *Will assist/coordinate with fiscal staff the initial filing of resident MA applications and annual reviews.*
- B 11:** *Conducts and coordinates facility tours for potential admissions, families, or other appropriate parties.*

FUNCTION C – 20%: Quality Improvement Activities

- C 1:** *Will coordinate with Social Worker Team the investigation of all resident rights complaints pursuant to State guidelines established in BQA memo #00-071.*
- C 2:** *Will assist the administrator and fiscal staff in resolving HMO coverage concerns.*
- C 3:** *Maintain a current file on all resident grievances for the annual BQA review.*
- C 4:** *Department will compile necessary statistics for the completion of the annual nursing home report.*
- C 5:** *Serves as a resource for the community in providing assistance and education about the legal, financial, and facility requirements for admission.*
- C 6:** *Periodically updates and revises as necessary performance standards for department budgeted positions.*

- C 7:** Actively supports the goals and work of the interdisciplinary team.
- C 8:** Review relevant Quality Indicator Reports and develop an appropriate action plan.
- C 9:** May be assigned by the administrator to pursue Eden Alternative or Wellspring type quality improvement projects.

POSITION REQUIREMENTS

Education and Experience

Bachelors Degree in Social Work from an accredited program. Prefer 3-5 years of experience in a human services organization working with diverse client populations as geriatric, the developmentally disabled, or chronically mentally ill. Must possess certification from the state of Wisconsin, Department of Regulation/Licensing as a social worker, independent social worker, or advanced practice social worker. Must possess a valid Wisconsin driver's license and have access personal transportation.

Knowledge, Skills and Abilities

Knowledge of HSS132, HFS-34, OBRA standards, Medicare PPS program, acceptable social work practices is important. Must possess effective oral and written communication skills, strong problem solving/team leadership and facilitation skills; have the ability to use a computer to generate reports and complete forms and to alter work hours to meet the needs of the facility and its residents. Experience and exposure to Chapters 880, 55, and 51 of the Wisconsin Statutes an asset.

Physical Demands

Must be able to respond to behavioral codes; run up 2 flights of stairs; face potential exposure to infectious disease, blood, or body fluids; must be able to cope with the mental and emotional stress of working with behaviorally challenging residents; ability to work a flexible schedule which may incur on-call duties on a rotating basis including weekends and holidays; must be able to lift, push, pull and move a minimum of 50 pounds alone; ability to assist in pushing wheelchair residents who weigh over 250 pounds; must be able to move/stand intermittently throughout the workday; must be able to assist in the evacuation of staff/residents.