

Cherokee Elder Care

Job Title: Social Services Coordinator MSW (Behavioral)
Prepared: 05/08/2012, 09/18/2016, 09/19/2016, 03/20/2017
Revised: 08/06/2019
FLSA Classification: Non-Exempt
Supervisor: Behavioral Health Manager
Other: Safety Sensitive Position

Approval: Ernie Davis

Date: 8-16-19

Job Summary

The ***Social Services Coordinator (Behavioral)*** is responsible for providing direct case management services to Cherokee Elder Care participants.

Essential Job Functions

- Performs care plans and on-going evaluation of participants.
- Implement and lead group education activities.
- Act as an advocate between agencies and participants ensuring proper fulfillment of participants needs.
- Communicates participant changes to appropriate team members.
- Assist in the coordination of 24 hour care delivery to participants.
- Maintains current knowledge of regulatory requirements and community resources.
- Consults with and advises staff members as to the relationship of social, emotional and cultural factors to health and medical care, and as to the availability of social services in the community.
- Refers participants to community resources.
- Monitor, evaluate and record client progress notes.
- Conduct interviews with participants and their families to assess and review their situations.
- Provide support to participants to improve participant quality of life.
- Maintains consistent, ongoing contact with existing and potential referral sources.
- Presents information to the interdisciplinary team during morning meetings.
- Advocates for participant/ family members who may be unable to act on their own behalf to protect themselves or their rights.
- Assists in advising of legal mechanisms of protection such as guardianships or protective services when appropriate.
- Collects and maintains necessary data in the electronic health records in order to generate reports as required by PACE model and Cherokee Elder Care.
- Participates in the interdisciplinary team process as needed.
- Maintains strict confidentiality of all participant information.
- Requires ***daily*** use of personal vehicle for business purposes.
- All other duties assigned by ***Behavioral Health Manager***.

Core Job Functions for All Staff

- Attends and participates in staff meetings, in-services, projects and committees as assigned.
- Adheres to and supports the facilities policies, practices and procedures.
- Accepts assigned duties in a cooperative manner and performs all other related duties as assigned.
- Participates on task groups and committees, including the Quality Improvement Program.

Working Conditions/Physical Demands

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions and physical demands include:

- Ability to walk, sit and stand for extended periods of time.
- Ability to access all areas of the facility throughout the work day.
- Ability to hear, talk, taste and smell.
- Vision ability includes; peripheral, color, long distance, close proximity, depth perception and adjusting levels of focus.
- Ability to lift, push or pull up to 50 lbs and move objects short distances (Staff are required to obtain assistance when attempting to lift or transfer objects over 50 lbs.)
- Ability to move about with reasonable accommodation, reach turn, twist and touch.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lit, well-ventilated, heated and air-conditioned environment.
- Work location can vary from ADHC, hospital, nursing homes, "in home" or elsewhere.

Knowledge, Skills and Abilities

- Must have excellent written, oral and interpersonal skills including professional phone etiquette.
- Must have flexibility and personal integrity.
- Must have working knowledge of physical, psychosocial, behavioral and family needs of the elderly.
- Must have knowledge of service area community health, social service delivery systems and aging network.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads while retaining strict confidentiality in all aspects of the position.
- Must have advanced computer skills including 10key, typing, scanning and emailing while utilizing electronic health records, Microsoft Excel, Outlook and Word.
- Must have experience utilizing office equipment including phone systems, photocopiers and fax machines.

- Must be detail and accuracy oriented and complete tasks in a timely manner.
- Must be a team player with leadership ability.
- Must attend continuing education courses as needed.

Required Education, Licensure, Experience & Health

Education:

- Master's Degree in Social Work

Licensure:

- Current CPR certificate and first aid training.
- Current Driver's License.
- Current Vehicle Insurance in compliance with the Cherokee Nation Motor Vehicle Usage and the CEC Transportation Policy and Procedure.
- A motor vehicle report (MVR) will be completed upon selection and then annually throughout employment. MVR must meet Cherokee Nation Risk Management driver eligibility criteria.

Experience:

- Must have 1 year of experience with a frail or elderly population.
- Must have 1 year experience in the behavioral health field.
- Must have 1 year of home health or long term care experience.
- Must have 1 year experience utilizing electronic health records.

Employee Health:

- Must be cleared of all communicable diseases upon hire and subsequently throughout employment
- Must provide proof of immunizations upon hire and subsequently throughout employment

Acknowledgement:

I agree to abide by the philosophy, practices, and protocols of the PACE organization.

I have read the above ***Social Services Coordinator (Behavioral)*** job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as to Cherokee Elder Care's expectations for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Cherokee Elder Care reserves the right to interpret, amend, modify or cancel, terminate or withdraw any or all sections or provisions of this job description at any time with or without notice.

Employee Signature

Date

HR Manager or other CEC representative

Date