



EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 2920
(jg1)

TITLE: MEDICAL SOCIAL WORKER

SALARY: \$2,607 – 3,169 Biweekly.

DEADLINE: NOVEMBER 26, 2009
POSTED: NOVEMBER 13, 2009

JOB DESCRIPTION:

Laguna Honda Hospital's (LHH) Social Services Department is accepting transfer applications for **one (1) full-time** position in class 2920 Medical Social Worker. The position functions as a Rehabilitation Social Worker with an emphasis on discharge planning and knowledge in working with a developmentally delayed population. **This is a day shift positions with weekends off.**

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

Appointment Type: Permanent class 2920 Medical Social Worker employees within the Department of Public Health are encouraged to apply

Nature of the position:

The Medical Social Worker is responsible for the assessment and provision of social services for a caseload of approximately 40 residents. The essential duties identified below may translate into an estimated 20 hours/week of individualized intervention and counseling of residents and families; 5 hours/week of team meetings/staff development; 10 hours/week of documentation; 5 hours/week discharge planning, community linkages and networking.

ESSENTIAL DUTIES:

The Medical Social Worker position involves primary assignment to a rehab and long-term care units. This position performs the following essential job functions:

- Ensures timely and accurate psychosocial assessments of caseload;
- Develops and implements social service care plans, with an emphasis on non-drug interventions for residents with behavioral problems or who are on chemical or physical restraints;
- Encourages involvement of family and significant others in all provisions of social services and/or discharge planning activities as appropriate;
- Works and confers with other members of interdisciplinary teams related to developing or carrying out current social service care plans for residents;
- Attends and participates in all interdisciplinary rounds, care management meetings, bi-monthly staff meetings, and convening family meetings as needed;
- Completes quarterly assessments on each assigned resident with development of specific, measurable plans and goals;
- Updates care plans on a quarterly basis;

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- Provides and implements discharge plans for assigned residents;
- Coordinates and assures clear communication between all parties participating in discharge;
- Takes residents to visit potential placement sites in the community;
- Sets up services at GA or Social Security;
- Assists with transfer of belongings if resident is incapable of managing;
- Prepares and maintains individual case records;
- Initiates related correspondence with community agencies who participate in resident's care;
- Renders emergency assistance as needed;
- Arranges emergency care for family members as necessary and appropriate;
- Provides temporary coverage of other cases for staff as assigned;
- Serves as a liaison for residents to financial, legal, protective, welfare, and other social services programs offered by both public and private agencies and provides referrals to such;
- Complies with all training classes related to licensure and keeps up-to-date with resources and treatment measures related to caseload.
- Participates in and provides leadership to various hospital committees, and participates in public information activities for the hospital.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Possession of a Master's degree in Social Work (MSW) from an accredited school of social work. Such Master's program **MUST** have included supervised field placement in a licensed health agency; **OR**
2. Possession of a MSW degree from an accredited school of social work **and** one (1) year experience as a medical social worker in a licensed health agency. **OR**
3. Be currently enrolled in a Master's Degree program in Social Work (MSW) from an accredited school and expect to graduate within six (6) months. Such Master's program **MUST** include supervised field placement in a licensed health agency. Applicants who are MSW eligible **MUST** submit a letter from the school's dean/director (on university letterhead) verifying applicant's enrollment in the program and supervised field placement in a licensed health agency and expected date of graduation.

Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) a verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

DESIRED QUALIFICATIONS:

- One (1) year experience working with adults with acute medical problems.
- One (1) year experience in discharge planning to the community.
- Possession of a current Licensed Clinical Social Worker (LCSW) license issued by the California Board of Behavioral Science Examiners (BBSE) is highly desired.
- One (1) year of experience in working with physically impaired adults, as well as experience in working with interdisciplinary groups and settings.
- Geriatric and/or discharge planning experience in a hospital, long-term care institution, inpatient rehabilitation center, or similar setting, with demonstrated experience in the variety of activities described above.

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APPLICATION PROCEDURE:

Interested individuals must submit a resume and City and County of San Francisco (CCSF) employment application to **Human Resource Services, Laguna Honda Hospital, 375 Laguna Honda Boulevard, San Francisco, CA 94116 by November 26, 2009.** CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, Building 10, Ward 13, 1001 Potrero Avenue, LHH Human Resource Services, 375 Laguna Honda Boulevard, or from the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. www.dph.sf.ca.us

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*

HR USE ONLY: JOB CATEGORY 200

POSTED: November 13, 2009