JOB DESCRIPTION

JOB TITLE: SOCIAL SERVICES DIRECTOR

REPORTS TO: ADMINISTRATOR

GENERAL PURPOSES:

To act as a liaison and representative of the residents' social interests and to plan, organize, develop and direct the overall operation of the Social Services Department in accordance with current federal, state and local standards governing the facility, and as may be directed by the Administrator, to ensure that the medically-related emotional and social needs of the residents are met and maintained on an individual basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE FUNCTIONS: Plan, develop, organize, implement, evaluate, supervise and direct social services programs and activities; ensure an ongoing quality assurance program and develop and implement appropriate plans of action to correct deficiencies; consult with and coordinate social services activities with administration, medical and nursing services, consultants and other related departments and implement changes as required; ensure that necessary forms, reports and progress notes are properly completed and contain informative descriptions of the services provided and the residents' responses to the services; participate in community planning, development and implementation of social care plans, resident assessments and discharge planning to meet the needs of the facility, the residents and their families; coordinate social services programs with the residents and their families, staff members and community agencies through interviews, consultations and direct involvement in the programs; and provide information to residents and their families concerning available support agencies and financial assistance programs to meet the needs of the residents.

QUALITY ASSURANCE FUNCTIONS: Develop a preliminary and comprehensive assessment and written care plan that identifies the emotional and social problems and/or needs of the resident and the goals to be accomplished for each problem and/or need identified; encourage residents to participate in the development and review of care plans; ensure that all care plans are used in providing daily social services to the resident; participate in assessing, reviewing and revising care plans as required, at least quarterly; in ensure that quality control measures are continually maintained.

PERSONNEL FUNCTIONS: Recruit, interview, hire, counsel, discipline and terminate social services personnel; document and coordinate personnel actions with the Payroll Coordinator or Administrator; schedule department work hours including vacation and holiday schedules, personnel, work assignments, etc. to expedite work; and delegate administrative authority, responsibility and accountability to other social services personnel as deemed necessary to perform assigned duties.
RESIDENTS' RIGHTS FUNCTIONS: Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with residents' Rights rules; monitor social services to assist in ensuring that all personnel are knowledgeable concerning residents' emotional and social needs; review and promptly report to the Administrator and maintaining written records of all resident complaints and grievances.

OTHER JOB FUNCTIONS

COMPLIANCE FUNCTION: Participate in surveys conducted by authorized inspection agencies. Ensure ongoing Company compliance with all laws and regulations; ensure that the Company meets or exceeds accreditation standards; and implement "best practices" in all departmental activities.

MEETING AND COMMITTEE FUNCTION: Participate in all Company meetings and committees as requested.

STAFF DEVELOPMENT FUNCTIONS: Maintain professional competence through participation in continuing education programs, seminars and training programs; attend and participate in leadership outside training programs; and attend and participate in Hazardous Communication and Universal Precautions training programs prior to reporting for work assignments.

PLANNING AND INVENTORY FUNCTIONS: Recommend to the Administrator the equipment and supply needs of the Social Services Department; assist in the ordering and purchase of inventory; monitor adequate and cost effective inventory control procedures. Make periodic inspections of supplies and equipment to ensure that adequate levels are maintained and that equipment is available and working properly; and forecast needs of the department, prepare and plan the Social Services Department's budget for equipment, supplies and labor, and submit to the Administrator.

OTHER DUTIES: Other duties as assigned.

PHYSICAL AND SENSORY REQUIREMENTS (WITH OR WITHOUT THE AIDE OF MECHANICAL DEVICES):

Walking, reaching, bending, and lifting, fine hand coordination, ability to communicate with residents, personnel and support agencies. Ability to distinguish smells; and to remain calm under stress.
QUALIFICATIONS:

- Must be a Licensed Social Worker in good standing.
- Completion of secondary education at an approved school of Social Work.
- Previous experience in supervisory capacity preferred.
- Must be able to relate positively and favorably to residents and families and to work cooperatively with other associates.
- Must be capable of maintaining regular attendance.
- Must be capable of performing the Essential Job Functions of this job, with or without reasonable accommodation.
- Related experience at a level necessary to accomplish the job.
- Patience, tact, enthusiasm and positive attitude toward the elderly.

Qualified Applicants Should Contact: Donna Daniell 903-561-2011