



Job Description Form

Position Number: 39-27 Job Title: Social Worker
Division: Residential Department: Lockport, Niagara, Ward, 17th – ICF's
Reports To: Director of Community Housing Prepared By: Pamela Dunn
FLSA Classification: Non-Exempt Exempt

I. PURPOSE OF THE JOB

Is a member of / contributor to Interdisciplinary Treatment Team. Serves as a liaison between families and the consumer, providing information, assisting with / helping to link with a variety of services/processes including Guardianship, Social Security, program placement.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Pre-Admission – Review assessments from other providers, observe consumer and complete initial assessment (no sooner than 10 days before, no later than 3 days) prior to 30-Day Review, highlighting consumer's strengths / deficits and recommendations for addressing deficits, including sexual consent. (5%)
2. Annual assessments completed in timely manner (no sooner than 30 days prior, no later than 7 days prior). Assessments shall clearly list consumer's strengths / deficits and recommendations for addressing deficits in order of their priority need using standardized assessment format, including sexual consent. If training need(s) are identified, ensure plan(s) in place to address. (10%)
3. Review Resident Bill of Rights annually with consumer / family.
4. Complete 90-Day Progress Report. 90 Day Progress report is also to address personal monies spent, during period; significant family issues; family contact with consumer, progress regarding counseling, sexuality training, rights/responsibilities as applicable.
5. Participate as a member of Interdisciplinary Treatment Team. Attend ICF Clinical Meetings, Annual Reviews, and Quarterly (90 Day) meetings. Ensure review of the Clinical 90 Day and/or Annual meetings if unable to attend due to scheduling conflicts, etc. (#'s 3,4,5 = 45%)
6. Facilitate family participation at reviews as applicable. (3%)



7. Initiates / facilitates day program placement including coordinating site tours for consumers / families. (2%)
8. Member of Admissions Committee. Conduct screenings of potential candidates; obtain referral information from referring agency / individual. Provide information to prepare family and individual for movement. Obtain consents, HIPAA releases, review Residential Contract / Resident's Bill of Rights with individuals and families prior to admission. (5%)
9. Work closely with ITT, individuals and families identifying appropriate residential / day program sites, assist with transition, secure appropriate support services, complete Discharge Plan, monitor adjustment for 1st six months. (5%)
10. Serve as a liaison between families and consumer; inform families of concerns as they arise; provide information as needed. Help plan and attend family gatherings at the ICFs. (5%)
11. Encourage and assist families to obtain guardianship. Review forms with family then submit completed petitions. Coordinate arrangements for hearing. Maintain progress records. (5%)
12. Completes applications and files re-certification forms annually with Social Services or Department Revenue / Reimbursement to ensure Medicaid / Social Security benefits. Works closely with clerk to ensure proper information is submitted regarding individual's finances. (5%)
13. Completes observations at or exceeding established frequency. (5%)
14. Provides training as indicated by Supervisors / Training Coordinator. (1%)
15. Completes other duties as assigned. (4%)

**These averages can fluctuate depending upon new Admissions, consumer's needs for placement, etc.

III. OTHER DUTIES AND RESPONSIBILITIES

Conducts / completes Abuse investigations.

IV. SUPERVISORY RESPONSIBILITIES

N/A – Not a supervisory position.



V. KNOWLEDGE AND SKILLS

Minimum requirement would be a Bachelor's Degree in Social Work (must have to meet 483 regulatory guidelines).

Master's Degree in Social Work (MSW) is preferred / MSW-L (Licensed), previous experience working with developmentally disabled individuals.

VI. FISCAL RESPONSIBILITY

None

VII. EXTENT OF PUBLIC CONTACT

Serves as a representative of the Agency, displaying courtesy, tact, consideration, and discretion in all interactions with other members of the NCP community and with the public.

Significant portion of job role is acting as a liaison; estimated approximately 75% of the time. Would need to have well developed interpersonal / communication skills.

VIII. FUNCTIONAL ABILITIES

Minimal demands – primarily completing paperwork, communication with consumers, families and outside agencies.

Valid Driver's License

35 hours per week

By signing below, I understand the above description of job duties and responsibilities.