**TITLE: Director of Social Services**

## Job Summary:

The primary purpose of this position is to plan, organize, develop, and direct the overall operation of our facility’s Social Services Department in accordance with current federal, state and local standards, guidelines and regulations, our established policies and procedures to assure that the medically related emotional and social needs of the resident are met and maintained on an individual basis.

## Supervisory Responsibilities:

* Oversees the daily workflow of the department
* Conducts performance evaluations that are timely and constructive
* Handles discipline and termination of employees in accordance with company policy

## Duties/Responsibilities

* Plan, develop, organize, implement, evaluate, and direct the social service programs of the facility.
* Assist in the development, administration and coordination of department policies and procedures.
* Keep abreast of current federal and state regulations, as well as professional standards, and make recommendations on changes in policies and procedures to the Administrator.
* Develop and implement policies and procedures for the identification of medically related social and emotional needs of the resident.
* Participate in community planning related to the interests of the facility and the services and needs of the resident and family.
* Participate in discharge planning, development and implementation of social care plans and resident assessments.
* Interview resident and families to obtain social history.
* Assume the authority, responsibility, and accountability of directing the social service department.
* Delegate authority, responsibility, and accountability to other responsible department personnel.
* Assist in developing a written plan of care (preliminary and comprehensive) for each resident that identifies the problems/needs of the resident and the goals to be accomplished for each problem/need identified.
* Review nurses’ notes to determine if the care plan is being followed. Report problem areas to the DON.
* Assist in providing solutions for social and practical environmental problems including seeking financial assistance, discharge planning (including collaboration with community agencies), and referrals to other community agencies when specialized assistance is required.
* Interpret social, psychological, and emotional needs of the resident and family to the medical staff, attending physician, and other resident care team members.

## Required Skills/Abilities

* Ability to make independent decisions when circumstances warrant such action, and to deal tactfully with personnel, residents, family members, visitors, and the public
* Must be knowledgeable of administrative practices, procedures, and guidelines

## Education and Experience:

* Possess, as a minimum, a Bachelor’s Degree from an approved school of Social Work, or other human services related field
* Must have at least 2 years’ experience in a supervisory capacity in a hospital, nursing care facility, or other related healthcare setting