

**WEST PARK HOSPITAL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Social Worker/Bereavement Counselor
DEPARTMENT: Hospice /Home Health
IMMEDIATE SUPERVISOR: Home Health/Hospice Director

HOSPICE JOB SUMMARY:

The Social Worker/Bereavement Counselor provides supportive and psychosocial services to help meet social, emotional and economic needs of terminally ill patients and family members enrolled in the Hospice Program at West Park Hospital. The social worker is a member of the Hospice Program interdisciplinary team who provides direct and indirect serviced to the patients, caregivers a, families and bereaved in accordance with the Medicare Condition of Participation and departmental policies and procedures. The Hospice Social Worker/Bereavement Coordinator serves as a core member of the Interdisciplinary team and collaborates with other Members of the IDT to ensure quality and safe patient care for the patients and families hospice serves.

HOME HEALTH JOB SUMMARY:

The Social Worker provides supportive and psychosocial services to resolve social or emotional problems that interfere with the effective treatment of the Home Health patient’s medical condition or rate of recovery. The Social Worker collaborates with other members of the Home Health Care team and assists the patient with community resources linkages as needed.

The staff member must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on his or her assigned unit. The individual must demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her age-specific needs, and to provide the care needed as described in the unit's/area's/department's policies and procedures.

AGES SPECIFIC TO HOME HEALTH/HOSPICE:

| | | | |
|-------------|--------------------------|----------------------|---------------------------|
| Newborn- | Birth through 1 month | Adolescent/Teenager- | 13 years through 17 years |
| Infant- | 1 month through 1 year | Young Adult- | 18 years through 34 years |
| Toddler- | 2 years through 3 years | Middle Adult- | 35 years through 50 years |
| Preschool- | 4 years through 5 years | Mature Adult- | 51 years through 69 years |
| School Age- | 6 years through 12 years | Geriatric Adult- | 70 years + |

CULTURE/RELIGIOUS ASPECTS: Employee will care for patients of all cultural and religious backgrounds. In view of the seasonal influx of people from all over the world, be prepared to care for patients of diverse cultural and/or religious backgrounds.

ETHICS AND COMPLIANCE: Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance officer or hospital hotline.

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**ESSENTIAL FUNCTIONS:
HOSPICE**

1. **Patient Care Component:** Take referrals; Provide benefit explanations. Participate in the admission process; Provide inpatient consultations. Makes pre-admit visits as needed to explain the hospice services including social work and bereavement counseling for both outpatient and hospice house facility.
2. Makes daily rounds as needed at the hospice house and schedules appointments with patients and families per the plan of care.
3. Plan for program diversification related to identified needs consistent with department mission.
4. Attends biweekly Interdisciplinary Team Meetings. Facilitates discussions of issues related to the psychosocial component of hospice care. Provides information regarding conditions affecting the patient and family adjustment and coping. Updates the plan of care according to the patient and family needs as well as goals and outcomes.
5. Provides or oversees the provision of social work/bereavement counseling services for terminally ill patients and their families, including, but not limited to:
6. **Psychosocial Assessment:** Completes a comprehensive psychosocial assessment of the patient/family unit, including social and emotional factors, and the patient/family capacity and potential to cope with the terminal illness and impending death. The financial factors or constraints. The caregiver's ability to function effectively, identifying risk factors and implementing interventions to minimize impact of care plan. Identifying support systems to assist in adequate coping. Review initial survivor bereavement risk as part of the comprehensive assessment to identify bereaved strengths, needs and risks. Develop and implement individualized goal treatment bereavement care plan. Continue ongoing assessment upon death ,reassessment of bereavement and coping issues and needs affecting the survivors' grieving.
7. **Psychosocial Plan of Care:** Establishes a social work care plan, with evaluations and revisions as indicated to accommodate changing patient/family needs. Establishes visits and follow up care as patients and families needs arise.
8. **Crisis Intervention, Counseling, Anticipatory Grief and Loss Interventions:** Provides supportive counseling services to the patient/family experiencing emotional, social or economic conflict related to the terminal illness. Provides appropriate social work services to the family after the death of the patient as part of the bereavement program.
9. Provide education regarding grief and loss.
10. Discharge planning from the hospice program if/when care is no longer indicated.
11. Identification of resource needs, including financial and psychosocial: Assesses patient/family financial resources, needs and obligations; identifying appropriate resources as indicated.
Assists the patient, family and staff in identifying and utilizing community resources.
12. Consults with nursing staff and volunteers regarding patient care issues: Assists team members in

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understanding the significant social and emotional factors related to care of the terminally ill patient and the family. Supervises counseling activities provided by staff and volunteers of the Hospice House Program.

13. Complete bereavement services assessment/referral on patients served. Provide follow-up services as defined in the program.

HOME HEALTH

1. The services of a medical social worker are necessary to resolve social or emotional problems that are or expected to be an impediment to the effective treatment of the patient's medical condition or rate of recovery and are indicated on the plan of care.
2. Psychosocial Assessment: Completes a comprehensive psychosocial assessment of the patient related to the patient's illness, need for care, response to treatment and adjustment to care. The assessment includes a review of the relationship of the patient's medical and nursing requirements to the patient's home environment, financial resources and availability of community resources.
3. Counseling Services that are required by the patient and brief counseling (two to three visits) of the patient's family member or caregiver when such counseling is needed to remove clear impediments to the effective treatment of the patient's medical condition or to the rate of recover.
4. Assists patient and family with community resource linkage, including financial and psychosocial resource needs.
5. Documents via visit notes, summaries of care provided and discharge summaries on a timely basis.

Hospice Bereavement Services Program

1. Oversees and coordinates all activities of the Bereavement Services Program: Hospice Bereavement; Surviving Grief; hospital and outreach programs as needed and as requested.
2. Hospice Bereavement Program; Plans of care/labels; Monthly tracking forms; Staff reminder notices; Mailings (personal letters and educational information); Bereavement book tracking/plan of care updates;
Liaison with staff regarding follow-up expectations.
3. Outreach work with bereaved community members. Referrals from physicians, employees, mental health providers, and schools.
4. Outreach work with neonatal death as referred by OB MD.
5. Community Memorial Service as needed.
6. Oversee hospice lending library, including overdue books, library needs.
7. Oversee educational needs for staff and/or patients/families.

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8. Supervision of bereavement volunteers: Assist in interviewing and screening; Participate in volunteer training; Assign volunteers and do follow-up and counseling; Oversee "memorials" volunteers; Assist Volunteer Coordinator in determining educational needs, program changes, etc.
9. Facilitates (or co-facilitates) bereavement support group(s) in identified populations: Surviving Grief (monthly).
10. Facilitate grief stress group for LTC staff as needed

Other

1. Assist with volunteer and staff training: Provides Hospice House staff training on hospice related issues. Oversee staff orientation, scheduling, speakers, refreshments, manuals, and other materials. Maintains hospice house staff training records. Participates in orientation and in-service training programs for professional staff as requested.
2. Participates in agency and community education programs as requested to promote professional growth, understanding of hospice care, etc.
3. Participates in the development of programs for the community, including the memorial service education and fund raising to assist in community-wide awareness of issues related to death and grief.
4. Participated in the Hospice QUAPI program under the supervision of hospice Director.

EDUCATION: Minimum of a Bachelor's degree in Social Work from a school of social work accredited by the council on Social Work Education; MSW preferred.

EXPERIENCE: Minimum of two years supervised clinical experience in an interdisciplinary health care or a related field. Supervisory experience preferred. Experience with bereavement counseling preferred. Experience with volunteer programs preferred.

WORKING CONDITIONS: Position requires travel around a 50 mile radius of Cody; reliable transportation necessary, valid driver's license and vehicular insurance. Must be available for rotating work schedule.

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PHYSICAL DEMANDS:

My job requires that I lift:

| | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|--------------------------------------|-------|--------------|------------|--------------|
| A. Up to 10 lbs. | | | X | |
| B. 11 - 24 lbs. | | | X | |
| C. 25 - 34 lbs. | | | X | |
| D. 35 - 50 lbs. | | X | | |
| E. 51 - 74 lbs. | | X | | |
| F. 75 - 100 lbs. | | X | | |
| G. Above 100 lbs. STATE WEIGHT | X | | | |
| H. STANDING | | | X | |
| I. WALKING | | | X | |
| J. SITTING | | | X | |

Any lifting of 35# or more requires the use of an assistive device and/or physical assistance.

EXPOSURE CATEGORY

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1. Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
2. Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
3. Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

Applicant/Employee Signature

Date

New: 4/1/2011

Reviewed:

Revised: 05/30/12