

JOB TITLE: *Women's Recovery Social Worker* **JOB CODE:** B19

DIVISION: **STD Control** **CC: 16216**

DEPT: BPH **POS NO:**

REPORTS TO: To Be Determined **GRADE:** 5

EVALUATED BY: Medical Director STD Control **FLSA Status:** **Non-Exempt**

Marion County Public Health Department

GENERAL DESCRIPTION:

Responsible for providing a continuum of social work services to women enrolled in the Women's Recovery Project. The Women's Recovery Project in Scott County, Indiana is a program that aims to prevent HIV transmission and/or disease progression. It does so by assisting patients/clients and their families find practical ways of reducing harm from behaviors that put them at risk for HIV infection or disease progression, and by resolving social, emotional and environmental problems that interfere with optimum functioning and attainment of total health. The person in this position works closely with other community agencies and service providers to provide family and group services. This position works primarily in the Women's Recovery Project in Scott County, Indiana.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES: (Other duties may be assigned)

- Initiates social service plans for patients/clients through professional collaboration with social service, health department and health care personnel utilizing screening questionnaires, diagnostic assessment and individualized objectives and care plans.
- Provides therapeutic social work intervention to diverse client system which may include but not limited to psychosocial assessment, short term counseling, crisis intervention, community resource referrals, client advocacy, support, outreach, follow-up, education and intra/inter agency consultation.
- Collaborates with multidisciplinary team members to facilitate the coordination and implementation of services that will assure appropriate treatment plans and continuity of care.
- Functions as a skilled consultant concerning effective management of interpersonal situations that affect the positive coping skills of individuals, families, at-risk groups.
- Provides direction in the selection, analysis, summarization and presentation of patient/client and related information for service delivery planning, case conferences and professional consultation.
- Documents services rendered via client records, statistical records and written summaries.
- Initiates advocacy/liaison role for patients/clients in referrals to/from community agencies; collaborates with agency and hospital personnel in referral activities; cultivates referral network of needed resources.
- Interprets impact on client functioning of environmental conditions and family through home visits, office visits and community encounters.

- Utilizes communication and problem-solving knowledge/skills to identify and facilitate resolution of problems self-efficacy, substance abuse, mental health and other personal functioning.
- Participates in meetings with social service agencies, public health agencies, provide in-services education programs as needed for clients and collaborators and community agencies; assumes responsibility for continuous professional development.
- Participates in other reasonable duties as assigned.
- Develops and leads groups in the community, based on identified needs and evaluates the groups effectiveness.
- Supervises volunteers including college students in the provision of services for clients and provides appropriate learning experiences as assigned.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Analytical, psychosocial assessment and counseling skills acquired through:

- Graduation with a Masters in Social Work from an accredited School of Social Work.
- 1-3 years of social work experience in a health care setting is preferred.
- Knowledge of pertinent State/Federal laws, regulations, community systems and resources.
- Ability to work cooperatively with multi-discipline teams in situations requiring a high degree of flexibility, creativity and initiative.
- Apply social work techniques/principles including evaluative, intervention, counseling methods toward productive problem solving in the patient/client worker relationship; communicate effectively with a wide variety of people, perform duties independently in a wide variety of settings,
- A valid Indiana Driver's License and transportation.
- Must obtain LSW within one year of employment. Obtain LCSW when eligible. Masters level training or a minimum of 2 years' experience is required.

MENTAL/VISUAL/PHYSICAL STRAIN:

- Ability to work with, and show great sensitivity to, vulnerable women (e.g., sex workers, and those affected by substance abuse or domestic violence)
- Effective response to stress situations.
- Judgment required in choosing and adapting treatment processes for patients/clients.
- Flexibility and high level of organizational skills to respond effectively changing situations/priorities/locations.

SPECIAL SKILLS:

Knowledge and use of computer skills for writing/documenting case notes, reports, e-mails, etc.

CONFIDENTIAL MANDATES:

For Maintaining Confidentiality of Information:

- Patient/Client records and information, staff records of patients/clients and their families, staff and all other confidential information presented orally and written.
- Patient/Client medical records cannot be transported home or to another work site with permission from supervisor.
- All patient/client records and other client information must be stored in a secure locked cabinet in a safe and confidential environment.
- Patient/Client medical records cannot be transported home or to another work site without permission from supervisor and in compliance with MCPHD HIPPA guidelines and protocol.

ADDITIONAL DUTIES:

- Trained at the appropriate National Incident Management System (NIMS) and Incident Command System (ICS) Level.
- Participate in the response to public health emergencies, as directed.