



# Bond Community Health Center, Inc.

## JOB DESCRIPTION

**POSITION:** Social Worker  
**DEPARTMENT:** Social Services  
**REPORTS TO:** Chief Medical Officer

**COORDINATES WITH:** Prenatal Case Manager, Ryan White HIV Case Manager, and Providers

The Social Worker position requires a knowledge and practice of administrative/clinical social work and social services planning in this comprehensive primary health care setting. The Social Worker will provide assessments of patients for substance abuse, mental health, family and social needs and services. The Social Worker provides short term guidance and counseling for identified problems, crisis intervention and referrals for treatment and long-term counseling. Coordinates access to needed services for clinic patients, identifies patient barriers to accessing recommended services and assist patients identifying the means to overcome those barriers.

### RESPONSIBILITIES:

1. Plan and coordinate the Social Service Activity of BCHC according to approved Social Work Protocols and required guidelines from State and Federal funding agencies.
2. Develop and maintain linkages with the social service agencies in the Center's Target Area of Leon and other surrounding counties that are accessible to BCHC's user/customers.
3. Conduct and record psychosocial and risk assessments for users consistent with protocol.
4. Conduct Domestic Violence assessments to patients at risk and follow-up appropriately.
5. Assist providers of services with case management, referral, follow-ups and the appropriate documentation.
6. Assist in Health Education activity.
7. Participate in Quality Improvement Program activity as requested by Chief Medical Officer or QI Manager.
8. Prepare monthly report of activity and other reports as required.
9. Participates in other business-related activity including preparation of Health Care Plans as requested by immediate Supervisor.
10. Provide substance abuse assessments.
11. Provide substance abuse treatment readiness and related counseling.
12. Maintains knowledge of community residents and services provided by other community agencies.
13. Assist in the development of new referral networks with agencies providing substance abuse services in the community.
14. Participate in HIV/AIDS Program staff meetings as needed.
15. Participates in case conferences.
16. Conducts Medicaid and other entitlements eligibility screenings and assist uninsured patients with accessing Medicaid.

*Bond Community Health Center, Inc.*  
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 Fax (850)521-5102

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17. Conducts community needs assessments and develops/implements program accordingly.
18. Follow-up with patients who are hospitalized via hospital social worker and hospital visits.
19. Performs Other Duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree in Social Work and certified by the State of Florida. A Master's Degree + CSW status is preferred.
- Two years of satisfactory work experience in an organized health care setting and/or community-based organization.
- Culturally sensitive and competent to work in a community health center environment.
- Good oral, written and listening skills.
- Organized, self-motivated and out-going with high energy level.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Should be in good health to avoid illness through patient care contacts and to maintain regular work schedule. Must be able to perform under pressure.

**SUPERVISION RECEIVED:**

- CEO, COO, CAO and Chief Medical Officer.

**COMPLEXITY:**

- Social work principles and practices should apply in dealing with customers with different conditions and varying circumstances.

**INTERPERSONAL CONTACTS:**

- Many and continuous. Program Directors; Medical Records; QI; patients from all lifecycles and special programs such as HIV and substance abuse.

**RESPONSIBILITY OF CONFIDENTIAL MATTERS:**

- All patient care and program activity is confidential. Violation of confidential matters is grounds for immediate dismissal.

**EFFECT OF ERRORS:**

- Errors could expose the Center to legal liability, fines, waste of time and resources, dissatisfied patients, and possible embarrassment.

**HOURS OF WORK:**

- 40 hours per week and as requested by Supervisor.

**SALARY:**

- As specified in the Notice of Hire.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_