**HARVARD VANGUARD MEDICAL ASSOCIATES**

**JOB DESCRIPTION**

**Job Title:** Medical Social Worker Job Code: 1504

FLSA Status: Exempt Date Approved: 6/14/05

Band: CP1

**Summary of Position**

A licensed social worker who facilitates provision of concrete services, case management and

supportive contact to patients with medically related social needs. Works collaboratively with

providers and outside agencies. Performs independently in accordance with established

objectives, protocols and delegated authority. Typically reports to Case Management Manager or

Team Leader.

**Essential Functions**

• Provides medical social work services for patients either on-site, in hospitals, in their homes

or by phone. Duties may include assessment of concrete social service and psychosocial

needs, crisis intervention, development and implementation of treatment plans including

referral to programs and agencies, and monitoring of services.

• Meets with individuals, families, and groups at practice sites, outside facilities or in their

homes as needed. Functions as a liaison between HVMA, hospital staff and community

agencies.

• Develops and maintains thorough working knowledge of public and private community based

agencies and services including eligibility and access requirements. Establishes and

maintains working relationship with agency staff to facilitate access and coordinate service.

• Develops and maintains strong working knowledge of insurance coverage benefits and

policies to facilitate the provision of social service benefits.

• Maintains accurate and timely records of services rendered to patients, including clinical and

progress notes. Prepares statistical and other reports as needed for administrative analysis and

activities.

• Informs supervisor of situations needing improvement, intervention or that affect the

efficiency of the department. Works closely with supervisor to improve or solve access

issues. Assists in implementing and monitoring the department's quality assurance program.

• Recommends policy changes to enhance operations of department. Participates in planning

and implementing quality improvement activities.

• Acts as resource person for staff, providing in-service education and consultation concerning

medical social work service and community resources. Participates in on-going training and

orientation needs of staff.

• Utilizes knowledge of community resources and clinical expertise to identify cost-effective

alternatives to benefit exceptions and alternatives to hospitalization.

• Represents the department at facility and plan-wide meetings and special task forces, as

required in his/her area of expertise.

• May assist in supervising students, interns and aides.

• Plans for own continuing professional development using sources in the organization and the

community. Maintains licensure for Commonwealth of Massachusetts.

• May participate in on-call coverage system for time off issues.

• Performs all job functions in compliance with applicable federal, state, local and company

policies and procedures.

**Non-Essential Functions**

Performs other duties as needed. Any other duties performed which are not listed as essential

functions are considered non-essential functions.

**Minimum Requirements**

*Education:* Bachelor of Social Work or equivalent. Current license to practice social work in the

commonwealth of Massachusetts or eligibility. Masters of Social Work or equivalent preferred.

In some department’s LICSW may be required.

*Skills and Experience:* Minimum of 3 years’ experience in medical setting; participation in

interdisciplinary collaboration preferred. Strong organizational, analytical, and interpersonal and

communication skills. Demonstrates physical mobility to visit sites (home visits, agencies) and

the ability to negotiate large, complex physical plants. Current license to drive in the

Commonwealth of Massachusetts. Demonstrates ability to work independently, be flexible, and to

prioritize workload. Car may be necessary.

**Working Conditions**

Busy office environment with frequent deadlines and interruptions.

*The statements included in this job description are intended to describe the general nature and*

*level of work being performed by people assigned to this job. They are not intended to be an*

*exhaustive list of all responsibilities, duties and skills required of personnel so classified.*