



# **BAY WOODS** *of ANNAPOLIS*

## **Social Worker**

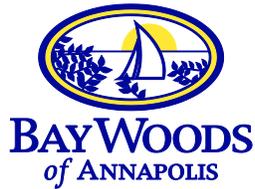
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### **General Summary:**

Responsible for ensuring that medically related emotional and social needs of the residents are met and maintained. This is a full-time position with medical, dental, vision, 401k, life insurance, paid time off, seven holidays per year plus one floating holiday, wellness program, direct deposit, flexible spending account, short and long term disability.

### **Essential Job Duties:**

1. Develops a comprehensive social history and assessment of the resident that includes problems and strengths, special needs and preferences (social, religious and/or cultural) and the implications for the care plan.
2. Assists with the coordination of Health Center admissions and assessments.
3. Assists the resident/family with the transition to the new environment, orients the resident/family to the facility, services, limitations and resident's rights.
4. Participates in the development of the individual's care plan including the goals and approaches for the Social Services component.
5. Attends scheduled care planning conferences, addressing particular issues of schedule, treatment and environment, and encourages residents and family (as appropriate) to participate in care planning conferences.
6. Ensures that any Advanced Directives are complete and maintained and placed in resident charts.
7. Completes all mandatory documentation in a timely (determined) fashion as established by applicable regulations.
8. Maintains confidentiality of all admission information and resident records following HIPPA and the community's Code of Ethics.
9. Maintains regular and on-going relationship with family to discuss needs or concerns, mediates issues that may arise between resident/family/staff.
10. Coordinates discharges/transfers to ensure the appropriateness and continuity of care. Develops a comprehensive discharge plan in coordination with residents/families and multidisciplinary staff.
11. Provide/identify referral, agency and/or community resources to meet the needs of the resident/family.
12. Coordinate Support Groups, participates in policy decisions (as they affect resident life issues) and advocates for Residents Rights.
13. Attends in-service training and education sessions, as assigned.
14. Familiarity with emergency procedures and may be required to assist with evacuations.



**Other Duties:**

1. Educates staff about the Resident Bill of Rights and other in-service programs.
2. Coordinates transportation needs of the Health Center Residents
3. Provides back-up support for the Admissions Director on inquiries, tours, etc.
4. Attends Health Center Leadership meetings ( as appropriate ) including Quality Assurance meetings, Family Councils, etc.
5. Operate as a member of a team both within the department and across departments.
6. Performs other work duties and responsibilities as assigned.

**Qualifications:**

1. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic.
2. Master's degree in Social Work
3. Maryland state license.
4. Two years of experience working in a health care setting
5. Awareness of the needs of the geriatric population
6. Ability to effectively manage and direct subordinates.
7. Excellent oral, written and interpersonal skills

**Physical Requirements/Working conditions:**

Ability to maintain a cooperative and courteous attitude despite conflicting demands. Must be able to move freely throughout the facility, and able to lift (unassisted) 50 lbs. This position is subject to general office conditions, but may encounter offensive odors and exposure to chronically ill and frail elderly. Must be free from communicable disease.

Please state the position you're applying for and send your resume to [wbaker@baywoodsofannapolis.com](mailto:wbaker@baywoodsofannapolis.com).