



## POSITION DESCRIPTION

**DEPARTMENT:** PUBLIC HEALTH

**POSITION TITLE:** Social Worker

**EMPLOYMENT CATEGORY:** Grant Funded / Full-Time

**STATUS:** Non-Exempt

**REPORTS TO:** WIC Program Supervisor and/or Department Head

### POSITION SUMMARY:

*Barton County Health Department believes that all interactions must follow the Trauma Informed Systems of Care approach. All people, staff and clients, are to be treated with dignity and respect, regardless of their socio-economic status, race, religion, or gender affiliation. Any position hired to the BCHD will operate under these guidelines.*

This full-time position requires a thorough knowledge of Social Work, psychology and public health. It includes visiting clients in their homes to evaluate the social needs of the individuals and of the family unit. This person must be able to integrate the theory of Social Determinants of Health and Health Equity into the daily interactions with the population served. This person must also possess the ability to seek resources for our clients as well as serve as a resource for staff to assist clients in need. Must be willing to initiate Program development as well as Program evaluations on the needs of the Barton County Population. This person must possess vast knowledge of the life span with in-depth knowledge on preconception, prenatal, and postpartum health. This person must possess excellent interpersonal communication skills. Quality Improvement practices will be embedded in the everyday workload. This position reports to the Barton County Health Department Director and/or the WIC Program Supervisor and has no supervisory responsibility and exercises judgment with some supervision.

### FUNDAMENTAL JOB DUTIES:

1. Interviews Maternal Child Health (MCH) and Pregnancy Maintenance Initiative (PMI) clients for social/emotional risks.
2. Provides appropriate education, intervention, support and/or referral for all clients.
3. Performs situation evaluations in the client's homes (home visits).
4. Identifies high risk clients and counsels as needed by reviewing the history and by asking appropriate questions.
5. Counsels' clients each trimester of pregnancy or more frequently if indicated, as well as up to a year post-partum.
6. Documents information into the Electronic Medical Record.
7. Works cooperatively with RN's and the WIC staff at the Health Department.
8. Refers those needing immunizations and Family Planning to the Health Department clinic.
9. Keeps client information confidential as guided by HIPAA.
10. Provides basic information to the general population on social needs of the community. Information is provided in a variety of formats to include one-on-one counseling, focus groups and written postings.

11. Assists in grant writing and reporting.
12. Manages and assists with Program Development for the PMI Grant.
13. Collaborates with community resources for the well-being of the clients.
14. Plays an instrumental role in the ACEs and Trauma Informed Care initiatives by the BCHD.
15. Participates in the Human Trafficking Task Force.
16. Serves as Community Coordinator for IRIS Referral System.
17. Provides services at Pawnee County Health Department for MCH Social Work.
18. Coordinates Special Health Care Needs program (SHCN)
19. Other duties as assigned.

## **EDUCATION:**

Bachelors' degree in Social Work with working knowledge of pregnancy and the family unit.

## **LICENSE:**

Must carry a current Bachelor's of Social Work license or higher to practice in the State of Kansas.

## **EXPERIENCE / SKILLS:**

Requires attendance of annual program updates on, PMI and MCH programs. Requires typing, computer skills, mathematical ability, patience, and compassion of people who are overwhelmed with their current situation. Must be able to learn new skills as needed and have a willingness to the Team Approach. Experience in a healthcare environment preferred.

## **PHYSICAL REQUIREMENTS / ABILITIES:**

This person must be able to travel on a daily basis. Applicant must have a valid Kansas driver's license. This position requires sitting, standing, bending and occasional lifting up to 30 pounds. This position requires excellent interpersonal communication skills. This person needs to be able to respond to situations in a calm and effective manner. This position will also require the ability to multi-task and switch tasks quickly and effortlessly. CPR certification required.

## **WORKING CONDITIONS / ENVIRONMENT:**

Requires working closely with clients, including infants. High noise level, frequent close visual and mental attention required. Possible exposure to Bloodborne pathogens and communicable diseases. Must be able to sit, stand, bend to file, and carry up to thirty pounds. Must be able to concentrate under stress.

Work is performed in the office environment with all types of people, some in crisis. Work is also in the home environment with sometimes less than optimal conditions. Works with all educational levels and with people of varying abilities. Works with resistive families and may be put in risk at extreme instances.

This work occurs in the clinic, 90% of the time is spent with clients and has occasional risk and discomfort.

*These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.*

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head Signature \_\_\_\_\_