



POSITION ANNOUNCEMENT
Social Worker

Department:	Ryan White	Supervisor:	Director of Ryan White Services
Status:	Full Time / Exempt	Date:	February 2019

A. SUMMARY:

The Social Worker serving in the Ryan White department is responsible for providing assistance, coordination and/or completion of all patients' necessary paperwork as it relates to assessments and treatments, individual, group and family therapy, psychiatric care, referrals and primary care for people living with HIV/AIDS (PLWH). This position also gives due consideration to high risk abuse issues, neglect, domestic violence, exposure to community violence, and/or other forms of trauma often experienced by people living with HIV.

B. PRIMARY RESPONSIBILITIES:

1. Knowledge and understanding of Employee Handbook.
2. Consults with Psychiatrist, Behavioral Health Director, Medical Director, Ryan White Director or Clinical Director, Chief Executive Officer or designee before decisions are made on questions of interpretation regarding policy
3. Provide knowledge and supporting documentation to supervisor for the development, implementing, and evaluating center's annual health care plan.
4. Provide tracking and maintenance of an effective system of referral lists for obtaining referrals, additional support services, prior authorizations and other necessary information.
5. Prepare and present monthly reports to supervisor outlining the productivity and performance improvement initiatives.
6. Provide an effective communication link between patients, providers, and Ryan White program staff.
7. Performs studies, analysis and documentation to determine behavioral health impact for patient care:
 - a. Initial intake and assessments, evaluation, diagnosis, treatment follow-up, and education relevant to the client care according to Ryan White standards of care per HRSA's HIV/AIDS Bureau guidance, BRTGA Part A grantee, and Ryan White Part C grantee.
 - b. Develop a patient-centered plan incorporating the principles of self-management, by determining priorities, and by setting goals that are reachable and realistic
 - c. Document change in treatment or symptoms, Interventions, and strategies in response to changes
 - d. Accurately and appropriately documents encounter notes
 - e. Other areas, as requested by the Psychiatrist, RW Clinical Staff, or RW Program Staff to assist in decision-making.

8. Acts as an advocate for the safety delivery of care and well-being of the client.
9. Assess and consults with psychiatrist or other physician when there is information that will assist the providers with medication management and adherence
10. Meet or exceed organizational standards as it relates to teaching clients and/or families about diagnoses – including but not limited to information related to HIV/AIDS diagnoses
11. Communicates with Ryan White department team regarding No Shows to maintain client's continuation of care
12. Participate in case conferences and other continuum of care meetings
13. Provide brief interventions and behavioral health screenings during Ryan White clinic as needed (SBIRT, MI)
14. Attend required organizational meetings and participation on internal committees. Conduct in-service training as required or requested.
15. Utilizes technology to create a more efficient and effective way of doing business.
16. Actively participates in outside association activities such as professional associations, health fairs, client outreach activities, etc.
17. Assist Ryan White clinic staff to develop and prepare content and a schedule of conferences and in-services to convey theory and methods of patient education to resident physician, faculty and staff.
18. Maintain confidentiality of workplace information according to the policies and procedures of organization.
19. Perform other duties as assigned by supervisor, Ryan White Clinical Director, Behavioral Health Director, and/or the Medical Director.

C. REQUIREMENTS:

1. EDUCATION AND LICENSURE:

The Ryan White Social Worker is required to be a graduate of an approved and accredited school with a Master's Degree in Social Work (MSW) from a CSWE accredited program. The applicant will currently hold an active Licensed Clinical Social Worker (LCSW) [preferred] or Licensed Master of Social Work (LMSW) credential.

2. TRAINING AND EXPERIENCE:

The Licensed Clinical Social Worker must possess a high level of ethics in managing patient confidentiality and advocacy with two to five years of post-master's experience working with families and adults. The Social Worker should have basic understanding of HIV/AIDS and be willing to receive regular training on intersectional topics related to the experiences and treatment needs of people living with HIV (PLWH). Knowledge/experience of budgets and organizational structure as it relates to administrative positions in a healthcare setting/environment would be useful. Effective communication skills: both oral and written. Ability to work with others or within a team and interpret a variety of instructions furnished in written, oral, diagram or schedule form.

3. JOB KNOWLEDGE:

Ability to organize, prioritize and work independently as well as schedule and produce work

in a timely manner. Experience and ability to effectively utilize personal computers, various hardware and software packages. Must be able understand follow organizational budget.

4. SUPERVISES:

None.

APPLICATION PROCEDURE:

Please submit a completed employment application found at www.caresouth.org/jobs or the HR office, resume, and credentials via email to jobs@caresouth.org or deliver to the HR office. CSMD is an EOE.

CLOSING: February 8, 2019 or until filled.