



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: WWW.FDIHB.ORG
A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

SOCIAL WORKER

Position Description

Division:	Medical
Department:	Outpatient Mental Health Services
Job Code:	
Pay Grade:	\$60,736.00-\$75,920.00/Annually
Hours/week:	40 hours/week
Type of Position:	Regular Full-Time

Reports to (title):	Social Worker Supervisor
Job Location:	Tséhootsooí Medical Center
Supervises:	N/A
Classification:	Exempt
Effective Date:	March 28, 2010
Revised Date:	September 24, 2018

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

Under general supervision, will perform the full scope of clinical social work services which include individual psychotherapy sessions for patients and family members. Provide the psychosocial dynamic components of a patient's illness to a multi-disciplinary healthcare team to assist in the development of a medical treatment plan, select and coordinate referrals to community resources to support the medical treatment plan.

Provides on-call coverage and crisis interventions as needed. Takes nights and weekend emergency calls as scheduled, and works on a rotation schedule.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides mature professional judgment, utilize treatment modalities, exercise culturally sensitive therapy, and case management crisis intervention.
- Performs therapeutic skills in the evaluation, diagnosis and treatment of patients and their families who present an unlimited range of difficult health-related, psycho-social and environmental problems.
- Reaches independent conclusions in serving isolated and vulnerable patients having complicated, conflicting needs and relationships that are difficult to resolve. Provides continuum of care through community-based resources, integrated treatment plan to patients and their families, while they are learning to live with illness or disability of a family member, but most importantly focusing on returning them to the highest level of health
- Independently prepares and gives interpretation of patient case studies and psychosocial histories for physicians, health

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team members and community social services agencies for their use in reaching decisions as to indicate medical or psychosocial treatment.

- Independently performs initial assessment and evaluation of patients and families. Identifies treatment needs and barriers to growth and development.
- Develops treatment plans that address and specify outcomes; collaborates with medical team on the psychosocial factors relating to illness, hospitalization, diagnosis and recommended treatment of patients.
- Prepares patient referrals and coordinates services with community agencies and professionals such as social services, education counselors, and behavioral health personnel, regarding patients or a group of patients.
- Participates in agency committee to address challenge unmet needs and advocate for services. Initiates and continues community organization services to influence public attitudes toward patient needs and health care. Collaborates and Coordinates with tribal communities, courts and community groups to facilitate the development of needed services and programs in the community to meet identified unmet needs.
- Makes professional decisions, planning and recommendations for patient treatment plans, hospital discharge to the home or another institution, and placement of a patient to a nursing/group home versus returning home.
- Completes required workload and provides periodic reports regarding the progress on the medical social work and usual patient or community problems or unmet needs. Gathers data through chart reviews and information that is required to evaluate the program and health-related, psychosocial and environmental problems. Conducts limited performance improvement projects relating to the psychosocial unmet needs.
- Performs consultations with patients, family, community resources, and collateral staff. Participates actively in program planning to raise the quality and comfort care for frail and vulnerable patient population in the development and maintenance of public understanding and sound working relationships with local agencies and community resources.
- Attends conferences; community, group and Tribal meetings; relative to Medical Social Work Services to address improvement of community resources.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One (1) year of experience providing counseling/therapy and social work. |
| Education: | <ul style="list-style-type: none">• A Master's Degree in Social Work• Valid and unrestricted license in any U.S State in any of the following areas:<ul style="list-style-type: none">• Licensed Master Social Worker (LMSW)• Licensed Clinical Social Worker (LCSW)• Licensed Independent Social Worker (LISW)• Licensed Independent Clinical Social Worker (LICSW) |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Provides on-call coverage and crisis interventions as needed. Takes nights and weekend emergency calls as scheduled, and works on a rotation schedule.• Professional knowledge of the principles and practices of social work in performance of such assignments as providing direct clinical services to individuals and families and professional guidance to less experienced employees.• Demonstrated ability in biopsychosocial and environment factors assessment; case management services for chronic, terminal ill, and end of life, at risk patient population; hospital discharge planning; coordination of post-hospital discharge planning, and /or |

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experience in behavioral health setting – inpatient or outpatient.

- Knowledge of the principles of growth and development over the life span; inclusive of assessing data reflective of the patient's status; and interpreting the appropriate information needed to identify each patient's requirements relative to age-specific needs of the following group; neonate, pediatric, adolescent, adult and geriatric.
- Knowledge of DSM-IV TR Diagnosis and symptoms, current clinical approaches and symptom management.
- Knowledge of various treatment modalities such as individual, group, couples, and family work.
- Knowledge of maintaining health records and the ability to accurately document pertinent clinical data.
- Knowledge of human behavior during stressful situation in order to exercise emotional control, tact, patience, and reliability in carrying out patient care.
- Extensive knowledge of the resources, social services programs, specialty and treatment facilities and other federal, state, tribal and private programs to which a patient can be referred.
- Skill in advanced level diagnostic and treatment therapy; that demonstrates interpersonal, oral, and written communication skills of interviewing; including communicating acceptable, interest, and encouragement, and selective use of questioning, explanation, and guidance in working with patients to gather pertinent information and to aid the patient in exploring their problems.
- Ability to provide consultation and liaison services; actively looking for ways to help patients; considering the relative costs and benefits of potential actions to choose the most appropriate one; and using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or appropriate approaches to problems.
- Ability to speak and understand the Navajo language fluently to communicate information and ideas to patients, families, or other personnel.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Clinical Social Work experience in a medical/hospital setting encompassing chronic, terminal ill, and end of life, at risk patient populations.
- Experience in working with the Navajo Nation Tribal Law for Dine' Elder Protection Act, and with limited community resources in rural areas/populations.
- Bilingual skills in English and the Navajo language

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be

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prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **SOCIAL WORKER** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date
