

ESKATON
SOCIAL SERVICES COORDINATOR

DEPARTMENT: Administration

Exempt _____ Non-exempt _____X

JOB SUMMARY

The Social Services Coordinator directs services and programs in response to the psychosocial and emotional needs of the residents. The Social Services Coordinator is also responsible for the timely documentation of the assessments and interventions for individual residents. The Social Service Coordinator maintains policies and procedures for Social Services, oversees specific assigned functions for the facility, works with Eskaton consultants, participates in special projects as assigned and works with facilities for resident discharge as needed.

JOB RELATIONSHIPS

Responsible to: Administrator

Workers supervised: None

Interrelationships: All residents, families, visitors, facility staff, organizational consultants and representatives of community agencies.

QUALIFICATIONS

Education:

Requires a Bachelors degree in social services or a related field with courses in psychology, gerontology and/or social services.

Training and experience:

Requires a minimum of one year experience in skilled nursing or another related health care field.

Job Knowledge and Abilities:

Familiarity with medical terminology, physical conditions and health care delivery systems and managed care. Knowledge of aging and geriatric. Understands multiple levels of care. Ability to assess and meet residents' needs. Knows state and federal regulations including Title XXII and OBRA.