



**HEARTS & HANDS HOSPICE
PIONEER MEDICAL CENTER
JOB DESCRIPTION**

JOB TITLE: Hospice Social Worker / Bereavement Coordinator

REPORTS TO: Hospice Manager **EVALUATES:** none

PURPOSE/DISTINGUISHING CHARACTERISTICS

The **Hospice Social Worker** is part of the Hospice Interdisciplinary Team (IDT) providing supportive services to patients and families to help them deal with the emotional, social, and financial impact of illness and anticipated death, and to help them achieve maximum benefits from Hospice care and other community services.

Bereavement Coordinator is responsible for the planning and implementation of the bereavement aspect of the hospice's services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supports and practices the mission and philosophy of Hearts and Hands Hospice and the Pioneer Medical Center.
2. Performs those management tasks and administrative functions outlined herein or as directed by the Hospice Manager.
3. Provide social work services to Hospice patients/families including but not limited to: personal counseling, group and family counseling, crisis intervention, benefit determination and assistance, assistance with social, economic, and survival needs, advocacy, information and referral, and case management.
4. Serve on the Hospice Interdisciplinary Group. Function as a team member by
 - Coordinating psycho-social needs and services with other patient/family needs and services being addressed by the IDT.
 - Sharing in assessment, admission, service availability, and treatment plan design, implementation of services, review of services and evaluation responsibilities of the IDT.
 - Assisting the team with the identification of team dynamics and related staff training, support, and problem solving.

- Providing awareness and assistance in the identification of psycho-social stresses of patients and families as they go through dying, death and bereavement.
4. Establishes service and provider linkages with allied health and social service agencies and institutions of behalf of hospice patient/families, with appropriate follow-up and advocacy.
 5. Maintains written records per hospice policies.
 6. Maintains a high level of professional competence, with ongoing development of social work practice and interdisciplinary issues related to death, dying and bereavement.
 - Maintain continuing education and participates in workshops and conferences to keep updated on current social services/bereavement practices rules/regulations.
 7. Performs other functions, attends meetings and conferences, and shares in the support, development and community education of the Hospice concept and philosophy, as requested.
 8. Makes oral/written report to the Hospice Manager in a timely fashion and as requested.
 9. Maintains and fosters confidentiality of all information.
 10. Assists in the development of the annual budget as related to the social services aspect of the program.
 11. Provides a minimum of one in-service annually for staff and volunteers.
 12. Participates in volunteer training, educational programs, and fundraising activities.
 13. Adheres to the organization's Standard of Conduct and all other policies and procedures.

BEREAVEMENT

1. Develops and coordinates bereavement plan of care based on psychosocial and bereavement assessments.
2. Advises staff of funeral times and locations. Attends wake and or funeral when possible.
3. Assures that hospice staff who work with families in bereavement are adequately trained.
4. Provides family with grief literature, notes, bereavement letters, following death and during bereavement period for a period of 13 months post-death (longer if assessment warrants)
5. Remains in contact with the family following patient's death to determine needs, provide support, and make necessary referrals to IDT and community resources.
6. Serves as coordinator of the Bereavement Team and all Community Grief Groups.

7. Works with Hospice Manager and Nursing Director to develop, implement and evaluate grief support groups within the Pioneer Medical Center and the community.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must be familiar with the Hospice concept, philosophy, and its implementation and have the ability to identify and assist in coordinating the needs of the terminally ill and their families
 2. Ability to understand and promote effective interaction between the members of the IDT, other hospice members, nursing home, hospital, and community members.
 3. Willingness and ability to travel within the Hospice service area.
 4. Awareness of community resources, which may be needed by patients and families.
 5. Personal qualities enabling him/her to work effectively with patients, families, and staff.
 6. Physical and emotional health necessary for the accomplishment of the job.
 7. A desire for continued personal and professional growth and development
 8. Effective verbal, nonverbal, and written communication skills.
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MINIMUM QUALIFICATIONS:

1. Current Montana Drivers License and the ability to be insured.
 2. High School Diploma
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EDUCATION AND EXPERIENCE:

Masters Degree in Social Work or Human Services from an accredited program (Desired). Knowledge regarding grief and loss, experience in working with bereaved individuals and grief reactions is critical.

WORKING CONDITIONS:

Patient care visits in home, nursing home & hospital settings, occasional travel within community and surrounding cities for the purpose of networking and outreach education. Category II: Task that may involve occasional exposure to blood, body fluids or tissue, but are not part of the routine job description.

Prepared On: 10-3-2017

Reviewed and Accepted: Pioneer Medical Center Director of Nursing

Effective: 10-3-2017

Employee Signature: _____ Date: _____