



# LTE Hospice Social Worker

The **Grant County Health Department** is recruiting for a limited term Hospice Social Worker; hours vary based on staff absences and capacity needs. This position works as a member of the Hospice Core Team in providing supportive services to patient and family. The position is responsible for conducting patient assessments, consultation to other agency personnel, and for direct service to terminally ill patients and their families. This position may assume the duties of Hospice Counselor, Bereavement, and Volunteer Coordinator.

## Minimum Qualifications

### Education:

1. Master's Degree in Social Work from a college
2. Possession of a college degree in pastoral counseling, guidance counseling, or related social services field preferred

### Experience:

1. At least one year of supervised experience in the social work and health field
2. Two years' experience in providing counseling services to the terminally ill or a related population

Note: Equivalent combination of education and/or experience may be considered

**How to Apply:** A [Grant County application for employment](#) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required.** Application materials will be accepted at the following address until the position is filled.

### Grant County Personnel

111 S. Jefferson St.  
PO Box 529  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** LTE Social Worker (Hospice)

**DEPARTMENT/ AGENCY:** Health Department

**IMMEDIATE SUPERVISOR:** Assistant Director

**PAY RANGE:** LTE

**FLSA:** Non-Exempt (due to limited hours)

### **NATURE OF WORK**

This position works as a member of the Hospice Core Team in providing supportive services to patient and family. The position is responsible for consultation to other agency personnel and for direct service to terminally ill patients and their families. This position may assume the duties of Hospice Counselor, Bereavement, and Volunteer Coordinator.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

1. Master's Degree in Social Work from a college
2. Possession of a college degree in pastoral counseling, guidance counseling, or related social services field preferred

#### **Experience:**

1. At least one year of supervised experience in the social work and health field
2. Two years' experience in providing counseling services to the terminally ill or a related population

**Note:** Equivalent combination of education and/or experience may be considered

#### **Knowledge, Skills and Abilities:**

1. Ability to effectively communicate verbally and in writing in difficult and stressful situations
2. Ability to provide age appropriate bereavement services and ability to recognize complicated grieving
3. Must have knowledge of resources available to assist patients and families with complicated grieving
4. Knowledge of local resources to assist patients and families with financial decision making
5. Broad based knowledge of local resources to assist patient and families in coping with end of life issues
6. Ability to assist patient and families in advance care planning

### **ESSENTIAL FUNCTIONS (Inclusive of Social Worker, Hospice Counselor, Bereavement, and Volunteer Coordinator (Core Team Member))**

Under the direction of the Director / Health Officer and/or the Assistant Director

1. Provide and coordinate education with the health care agencies and individuals
2. Facilitate referrals to the program
3. Be available to the extent necessary to meet the needs of the patients and families for care that is necessary for the palliation and management of terminal illness and related conditions
4. Participate in initial and regular case staffing as Core Team member
5. Provide counseling services to the patient and family according to recommendations of Core Team
6. Assess patient and family psychosocial response to terminal illness
7. Assess patient and family needs relating to spiritual support and counseling

8. Evaluate coping skills in crisis situations
9. Maintain good working relationship with families and staff
10. Meet as needed with Hospice staff to evaluate patients and family
11. Provide support for Hospice Staff
12. Assist patient, family, and agency staff in utilizing community resources
13. Explore and evaluate financial situation
14. Offer appropriate financial resources as indicated
15. Assist in discharge planning from Hospice agency services when care can no longer be provided or is no longer desired by the patient and family
16. Provide bereavement counseling as appropriate to families when a death has occurred
17. Provide liaison with community including public relations and public education programs as needed
18. As a member of core team, assist team members in understanding the significant social and emotional factors related to care of terminally ill patient and the family
19. Assist core team members in the planning and implementation of the plan of care
20. Provide counseling services as developed with Core Team
21. Meet with clients and families to appropriately match with volunteers
22. Assign volunteers to meet program needs and volunteers' interests and skills
23. Work with the volunteer in supporting the family through the grieving process
24. Arrange or assist in arranging volunteer meetings for support, ongoing training, problem-solving, and social functions as needed
25. Consult with patient and family regarding funeral arrangements as appropriate
26. Assist as liaison with social and community agencies regarding Hospice program
27. Arrange for and attend Council meetings
28. Other assignments as may be appropriate or required including those required to be compliant with the conditions of participation of Hospice

**SUPERVISION RECEIVED**

Report to the Agency Director or designee and is annually evaluated by the Assistant Director

**SUPERVISION EXERCISED**

Responsible for supervision of volunteers

**ENVIRONMENTAL FACTORS**

This position works in clinics, offices, and in clients homes

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

10/26/2016