Position Title: PACE Master Social Worker
UPH Affiliate: UnityPoint Health St. Lukes
Department Name: Siouxland PACE
Department Number: 7560-909100
Effective Date: 1/1/18
Review Date(s): 
Prepared By: Program Manager
Approved By: Vice President Network and Clinic Development
Position Reports To: Program Manager

Description of Position:
Provide a “snapshot” or the principal purpose or focus of the position, consisting of no more than three to five sentences. This summary should provide enough information to differentiate the major function and activities of the position from those of other positions.

Under supervision by the PACE Program Manager, provides direct social work services to participants in Siouxland PACE including; participant/family counseling, networking of available resources, and communicating with other PACE Interdisciplinary Team members as well as community and contracted health care providers. Serves as an advocate for participants and families. Adheres to Standards of care and the mission and philosophy of Siouxland PACE in all aspects of job performance.

Essential Functions/Responsibilities:
1. Maintains a working knowledge of applicable PACE Federal, State, and local laws and regulations, the Compliance Accountability Program, Code of Ethics, as well as other policies and procedures in order to assure adherence in a manner that reflects honest, ethical, and professional behavior.

2. Conducts comprehensive, psychosocial assessments on prospective and current program participants per regulatory guidelines and Siouxland PACE policies.

3. Completes routine home or PACE center visits with participants and as needed.

4. Consults with, and maintains a cooperative, professional relationship with family, contracted health care providers and/or support systems as needed.

5. Functions as a member of the Interdisciplinary Team and maintains regular attendance at, and participation in, IDT Team meetings; collaborates on care planning and service delivery requests.

6. Reviews social service interventions on the participant’s plan of care and revises as appropriate.

7. Assists families with problem solving around care giving issues and serves as the facilitator of family meetings when scheduled.

8. Provides crisis intervention, advocacy, and supportive counseling to participants and families for assigned caseload and other participants when needed.

% of Time
(annually)

90%
9. Coordinates admissions to assisted living and nursing facilities and discharge planning for participants returning home from hospitals or nursing facility in conjunction with the IDT Team as needed.

10. Assists participants with housing, money management/financial issues as needed.

11. Maintains current, well-organized records in accordance with social work and Siouxland PACE documentation policies.

12. Develops knowledge of community networks and resources for elderly of diverse ethnic and cultural backgrounds, and forms collaborative relationships with same. Provides information to participants to assist in establishing and maintaining community links.

13. Advocates on behalf of participants for benefits and services through government and community agencies.

14. Assists participants in completing advance directives, advance planning, and guardianship paperwork.

15. Provides bereavement follow up as needed

16. Provides coverage for other social workers when needed.

17. Participates in agency committees when assigned.

18. Adheres to Siouxland PACE Participant Rights Policy and maintains professional contact with participants, families, and other health care providers at all times.

19. Adheres to privacy and confidentiality policies regarding sensitive participant, employee and agency information.

20. Attends conferences and seminars to maintain State Social Work licensure, and to stay informed of developing trends in geriatric social work practice.


22. Responds to participant/family needs in a respectful and non-judgemental manner.

23. Performs other duties as assigned.

### Basic UPH Performance Criteria

- Demonstrates the UnityPoint Health Values and Standards of Behaviors as well as adheres to policies and procedures and safety guidelines.
- Demonstrates ability to meet business needs of department with regular, reliable attendance.
- Employee maintains current licenses and/or certifications required for the position.
- Practices and reflects knowledge of HIPAA, TJC, DNV, OSHA and other federal/state regulatory agencies guiding healthcare.
- Completes all annual education and competency requirements within the calendar year.
- Is knowledgeable of hospital and department compliance requirements for federally funded healthcare programs (e.g. Medicare and Medicaid) regarding fraud, waste and abuse. Brings any questions or concerns regarding compliance to the immediate attention of hospital administrative staff. Takes appropriate action on concerns reported by department staff related to compliance.

### Disclaimer

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*

### Demonstration of UPH Values and Standards of Behaviors

**Foster Unity:**

- Leverage the skills and abilities of each person to enable great teams.
- Collaborate across departments, facilities, business units and regions.
- Seek to understand and are open to diverse thoughts and perspectives.
| Own The Moment: | • Connect with each person treating them with courtesy, compassion, empathy and respect  
• Enthusiastically engage in our work.  
• Accountable for our individual actions and our team performance.  
• Responsible for solving problems regardless of the origin. |
| Champion Excellence: | • Commit to the best outcomes and highest quality.  
• Have a relentless focus on exceeding expectations.  
• Believe in sharing our results, learning from our mistakes and celebrating our successes. |
| Seize Opportunities: | • Embrace and promote innovation and transformation.  
• Create partnerships that improve care delivery in our communities.  
• Have the courage to challenge the status quo. |

**QUALIFICATIONS:**

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
<th>Preferred or Specialized</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education:</strong></td>
<td>Master’s degree in Social Work obtained from an accredited program.</td>
</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>One to two years of experience providing generalist social work case management to frail or elderly population.</td>
</tr>
</tbody>
</table>
| **License(s)/Certification(s):** | Current State of Iowa Social Work license  
Valid driver’s license  
Valid Auto insurance  
Maintain current CPR status  
Maintain current Mandatory Adult Abuse Reporter status |
| **Knowledge/Skills/Abilities:** | • Effective oral and written communication skills to interact effectively with PACE participants, their families, and other health care professionals  
• Ability to effectively communicate and work within the Interdisciplinary Team setting.  
• Strong organizational skills.  
• Able to manage changing priorities per needs of the program  
• Use of Microsoft office products. |
| **Other:** | Use of usual and customary equipment used to perform essential functions of the position. |

**SCOPE:** Position has supervisory responsibilities? Yes ☐ or No ☒  
If yes, complete below.

<table>
<thead>
<tr>
<th>Number of Employees Supervised</th>
<th>Direct</th>
<th>Indirect</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Exempt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Control:** (Complete if position has budget responsibilities)

| Annual Operating Budget (including payroll) |   |
| Annual Revenue/Sales |   |

Other Scope Measurements
Pertinent to the position, such as number of beds, number of units/departments, number of employees leading, cases per month, etc.

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mental/Cognitive Demands:
(List any special mental and cognitive abilities required by the position in your specific environment)

- Ability to work under time constraints
- Ability to understand and deal effectively with problems and opportunities
- Ability to deal with people effectively, patiently and respond professionally in all situations.
- Ability to maintain confidential information.
- Must be able to communicate effectively with people of diverse professional educational and lifestyle backgrounds.
- Must be able to work independently and assume responsibility for timely completing of assigned functions.
- Exercises sound judgement, seeking advice when appropriate
- Performs effectively under stressful situations

WORKING CONDITIONS:

**Physical Requirements**

(Check all that apply if essential to perform job – with or without accommodations)

- ☒ Talk/Hear (communicate, detect, converse with, discern, convey, express oneself, exchange information)
- ☒ See (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess)
- ☒ Stand or Sit (stationary position)
- ☒ Walk (move, traverse)
- ☒ Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position)
- ☒ Climb (stairs/ladders) or Balance (ascend/descend, work stop, traverse)
- ☒ Bend/Stoop/Kneel
- ☒ Squat/Crouch/Crawl
- ☒ Reaching/Twisting
- ☒ Taste/Smell (detect, distinguish, determine)
- ☒ Pushing/Pulling

**Lifting Requirements**

(Check appropriate category to perform job – with or without accommodations)

- ☐ Level 1; Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
- ☐ Level 2; Light Work: Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, pushing or pulling arm or leg controls or maintaining a production rate pace. Light work requires physical exertion of forces greater than that of sedentary work.
- ☐ Level 3; Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- ☒ Level 4; Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- ☐ Level 5; Very Heavy Work: Exerting in excess of 100 pounds of forces occasionally, and/or in excess of 50 pounds of force constantly to move objects.
**Hazards and Atmospheric Conditions**

(choose all that apply)

- ☒ Normal Office Surroundings
- ☐ Vibration
- ☐ Exposure to Fumes
- ☐ Mechanical Hazards
- ☐ Exposure to Dust
- ☐ Chemical Hazards
- ☐ Exposure to Extreme Temperatures
- ☐ Electrical Hazards
- ☐ Wet and/or Humid
- ☐ Radiant Energy Hazards
- ☒ Noise
- ☐ Explosives Hazards
- ☐ Mists or Gases
- ☐ Burn Hazards

Other/Comments:

Precautions must be followed when working in any health care environment.

---

**OSHA Categories**

(Complete this OSHA section for clinical/patient related jobs)

- ☐ Category I: Duties performed routinely require exposure to blood, body fluid and tissue.
- ☒ Category II: Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur.
- ☐ Category III: Normal routine involves no exposure to blood, body fluid, or tissue and as part of their employment, incumbents are not called upon to perform or assist in emergency care or first aid.

---

**To Be Completed by Compensation Analyst**

<table>
<thead>
<tr>
<th>FLSA Designation:</th>
<th>Lawson Job Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawson Job Category:</td>
<td>Lawson Job Sub-Category:</td>
</tr>
<tr>
<td>Lawson Job Code:</td>
<td>Lawson Job Title:</td>
</tr>
<tr>
<td>Short Term Incentive Eligibility:</td>
<td>Union Affiliation:</td>
</tr>
</tbody>
</table>