

<b>Job Title</b>	Director of Social Services / Social Worker
<b>Employer/ Agency</b>	The Buckingham
<b>Job Description</b>	<p><b>Position Summary:</b> Plan, organize, develop and direct the overall operation of the Social Services Department in accordance with Federal, State, and local standards, guidelines and regulations, our established policies and procedures, and as may be directed by the Administrator, to assure that the medically related emotional and social needs of the resident are met/maintained on an individual basis.</p> <p><b>Essential Duties and Responsibilities:</b> The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.</p> <ul style="list-style-type: none"> <li>• Plan, develop, organize, implement, evaluate, and direct the social service programs of this center.</li> <li>• Assist in the development, administering, and coordinating of department policies and procedures.</li> <li>• Keep abreast of current federal and state regulations, as well as professional standards, and make recommendations, on changes in policies and procedures to the Administrator.</li> <li>• Develop and implement policies and procedures for the identification of medically related social and emotional needs of the resident.</li> <li>• Participate in discharge planning, development and implementation of social care plans and resident assessments.</li> <li>• Interview resident/families as necessary and in a private setting.</li> <li>• Perform administrative requirements, such as completing necessary forms, reports, etc., and submitting such to the Administrator as required.</li> <li>• Involve the resident/family in planning social service programs when possible.</li> <li>• Refer resident/family to appropriate social service agencies when the center does not provide the services or needs of the resident.</li> <li>• Provide information to resident/families as to Medicare/Medicaid and other financial assistance programs available to the resident.</li> <li>• Coordinate social service activities with other departments as necessary.</li> <li>• Work with the center's consultants as necessary and implement recommended changes as required.</li> <li>• Make written and oral reports/recommendations to the Director concerning the operation of the social service department.</li> <li>• Review and develop a plan of correction for social service deficiencies noted during survey inspections and provide a written copy of such to the Administrator.</li> <li>• Assist the CQI in developing and implementing appropriate plans of action to correct identified deficiencies.</li> <li>• Develop, implement, and maintain an ongoing quality assurance program</li> </ul>

	<p>for the social services department.</p> <ul style="list-style-type: none"> <li>• Participate in center surveys (inspections) made by authorized government agencies.</li> <li>• Assure that social service progress notes are informative and descriptive of the services provided and of the resident's response to the service.</li> <li>• Maintain a reference library of written material, laws, etc., necessary for complying with current standards and regulations and that will provide assistance in maintaining quality social services.</li> <li>• Provide written and/or oral reports of the social service programs and activities as required, or as may be directed by such committee(s).</li> <li>• Evaluate and implement recommendations from established committees as they may pertain to social services.</li> <li>• Serves as the community Grievance Official, and is responsible for overseeing the grievance process; receiving and tracking grievances through to their conclusion; facilitating any necessary investigations by the community; maintaining the confidentiality of all information associated with grievances; and coordinating with state and federal agencies as necessary in light of specific allegations.</li> <li>• Other duties as assigned by the Supervisor.</li> </ul> <p><b>Supervisory Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assume the authority, responsibility, and accountability of directing the social service department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. May supervise employees in the department, including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees</li> </ul>
<b>Qualifications</b>	<p><b>Educational Requirements and Experience:</b></p> <ul style="list-style-type: none"> <li>• An individual with a minimum of a Bachelor's degree in Social Work or a Bachelor's degree in a human services field, including: Sociology, Gerontology, Special education, Rehab counseling, and Psychology</li> <li>• One year of supervised social work experience in a health care setting working directly with individuals</li> <li>• Preferred to have a minimum of 2 years' experience in a supervisory capacity in a hospital, skilled nursing center, or other related medical center.</li> <li>• Must demonstrate an interest in working with a senior population.</li> </ul>
<b>Salary/Hours</b>	8am – 5pm
<b>Employer/Agency</b>	The Buckingham – A SQLC Senior Quality Living Community
<b>Address</b>	8550 Woodway
<b>City, State, Zip</b>	Houston, Texas 77063



<b>Contact Person</b>	Courtney Look
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<b>Application Method</b>	Please email or fax resume
<b>Opening Date</b>	2/6/17

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