BERRIEN COUNTY

HEALTH DEPARTMENT

**JOB POSTING**

**Annual Salary $47,919 - $62,455**

**Full Time; 37.5 Hours/Week**

**Grade 9**

**Job Title- Public Health Medical Social Worker**

GENERAL SUMMARY

Under general supervision, works closely with medical providers, care managers, and social services agencies to provide short term care coordination and connection to resources and support clients need to improve their health and general well-being through education and provision of coordination of care and services. Works in both clinical and community-based settings.

**TYPICAL DUTIES:**

1. Acts as a Public Health Social Worker and conduit for clients to various health and social programs, including health insurance plans, health care services, and other community benefit programs.

2. Works with clients to assist them in accessing health related services, including but not limited to: obtaining a medical home, securing health insurance coverage, and overcoming other barriers to obtaining needed medical care and/or social services.

3. Initiates, reviews and modifies client care plans as appropriate.

4. Facilitates client access to community resources, including locating housing, food, clothing, prenatal classes, parenting, and providers to teach life skills, and relevant mental health services. Assists clients in utilizing community services, including scheduling appointments with social services agencies and assisting with completion of applications for programs for which they may be eligible.

5. Communicates to clients/patients the purpose of various programs and services and the impact it may have on their wellbeing. Helps patients identify socio-economic issues that affect their overall health and develop health/social management plans and goals.

6. Works to reduce cultural and socio-economic barriers between clients and institutions by providing support and advocacy during initial referral phone calls and/or visits, when necessary, to assure clients' needs are being appropriately conveyed and met. Follows up with both clients and providers regarding health/social services plans.

7. Documents client encounters and contacts made on behalf of clients; completes and submits monthly reports; maintains comprehensive electronic client files, which include client notes, release of information, assessments and other medical documents acquired on behalf of the client. Documents activities, service plans, and outcomes achieved by client in an effective manner.

8. Works collaboratively and effectively within a team. Establishes positive, supportive relationships with participants and provides feedback to other members of the Health Department team. Builds and maintains positive working relationships with the clients, providers, nurse case managers, health educators, supervisors and office staff.

9. Travels to community locations, various agencies, and other outreach destinations.

10. Represents program(s) and Health Department on community workgroups and collaborations as assigned and/or deemed necessary for unique project/program assignments. Maintains communication with other social service agencies regarding public health services and referrals to those agencies.

11. Prepares detailed records and reports as required.

**MINIMUM QUALIFICATIONS:**

Education: Master’s degree in social work

Experience: Minimally one year of experience working with individuals or families in a community-based organizational setting.

**OR**

Education: Bachelor’s degree in social work.

Experience: Minimally three years of experience working with individuals or families in a community-based organizational setting.

**SPECIAL REQUIREMENTS**:

Possession of a valid vehicle operator’s license and a vehicle is required.

In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Must complete State of Michigan MI Bridges Community Referral Partner Training within six months of hire.

**DESIRED QUALIFICATIONS:**

• Bilingual/bicultural (Spanish) strongly desired.

• Experience in a medical setting.

• Experience in working with special populations.

• Prior experience working within the State of Michigan MI Bridges Benefit Enrollment program, including the Healthy Michigan Plan (Medicaid).

• Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

• Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress; ability to show empathy to distressed individuals.

• Is continuously expanding knowledge and understanding of community resources and services, as well as the understanding of barriers that clients may face when seeking services.

• Working knowledge of multi-system outreach programs related to health care delivery and health-related services.

• Ability to plan, implement, and evaluate individual client care management plans including the ability to organize resources and assist in establishing priorities with a client.

• Ability to effectively communicate with health care professionals and care coordinators.

• Project management/coordination skills

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

**For application, contact:**

Berrien County Personnel

701 Main Street

St. Joseph, Michigan 49085

(269) 982-8616

<http://www.berriencounty.org/581/Employment>

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