



BREVILLIER VILLAGE
Barnabas Court
Social Worker

Relationship:

Responsible to the Barnabas Court Administrator.
Member of Leadership Team.

Requirements:

1. Education/Experience:
 - a. Possess a Bachelor's Degree in the field of Social Services through an Accredited Social Work program.
 - b. Completed undergraduate fieldwork in a social agency or health setting. 1-2 years experience in Personal Care or working with Dementia.
2. Skills/Attributes:
 - a. Has ability to establish and maintain effective relationships with staff, clients and families.
 - b. Has empathy, sensitivity toward people and their problems.
 - c. Has a warm, friendly, outgoing personality with a degree of imagination and creativity.
 - d. Must be a self-motivated person willing to take on new responsibilities.
 - e. Ability to organize work and follow through on assigned tasks in a timely manner.
 - f. Good written and verbal communication skills.
 - g. Knowledgeable of computers or willingness to learn.
 - h. Must have flexibility in schedule, including working on Saturday rotation and evening/weekend special events.
3. Acceptance of Brevillier Village Policy of non-discrimination and personnel policies.
4. Acceptance of post-employment offer drug screening, physical and mantoux.
5. Must be able to sit, stand, and lift 35 pounds independently.
6. Will support and promote Dignity, Respect and Inclusion in all functions relating to Brevillier Village.
7. Will promote Person Centered Care within all programs at Brevillier Village
8. Must successfully complete the required training period.
9. Must meet Criminal Record Check requirements of the Older Adults Protective Services Act 169 as amended by Act 13.

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Essential Duties:

1. Be a leader in providing Excellent Customer Service to residents, families, coworkers, visitors, volunteers, vendors, etc.
2. Provide direct services to residents and families of Brevillier Village including:
 - a. Ongoing individual casework in Barnabas Court as needed.
 - b. Group work with families and residents.
 - c. Program Development.
 - d. Coordinate of Resident Association and Resident Advisory Council in Barnabas Court.
 - e. Assist in tours of all projects.
 - f. Participate in resident assessment and support plan development and family meetings as part of Barnabas Court Assessment Team.
 - g. Coordinate admission and discharge planning for residents, including all required paperwork.
 - h. Resident and family advocacy.
 - i. Coordinate appointments and transportation as needed.
3. Assist with pre-admission assessments as needed and responsible for completing resident assessments/support plans for Barnabas Court. (RASPs). Coordinate completion of DME's by resident's primary care physicians annually and at change of status.
4. Complete admission paperwork and leases for Barnabas Court residents. Reviews and updating of SS files as required. Complete discharge planning including documentation and move out process.
5. Supervise and evaluate Social Work students/interns.
6. Complete financial reviews along with finance office representative including spend down options/process, VA benefit assistance, SSI applications, Benevolent Care (Income-85) and long-term care policy review and paperwork.
7. Cross train and assist with Social Work duties at other Village facilities as needed.
8. Utilize community resources and coordinate those services to enhance total well-being, quality of life and functioning of residents and families.
9. Documentation as specified by state and federal guidelines and facility policy in the resident written and electronic record. Will be versed in personal care regulations by State of Pennsylvania. Documentation reviews including med evaluations and RASP's for regulatory compliance.
10. Assist in updating the policies and procedures for Social Services.
11. Complete bi-annual (or as needed) room inspections to ensure resident safety and regulatory compliance.

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12. Assist in coordination of outside services offered within Barnabas Court, including psychologist services, HVA Care Connect and Hospice
13. Compile and update various lists as needed including but not limited to equipment list, veteran's list, bed handle list, Roam Alert, Monthly RASP list, Dementia list & code Status, Voting List, Ind/Resident Podiatry List.
14. Complete and file all BHSL required incident reports in the absence of BC Administrator.
15. Awareness of Signs of Pain as well as understanding of Palliative Care and Hospice Services.
16. Awareness of types of abuse and mandate responsibility of reporting to ensure the safety of all Brevillier Village residents.
17. Awareness of safety policies and procedures and Infection Control practices to ensure resident safety.
18. Contribute to the Village Publications as required.
19. Assist with resident room moves as needed.

Non-Essential Duties:

1. Attend all required in services and educational training required for position; presenting at in services and trainings as requested.
2. Participate on Brevillier Village Committees as designated as well as evenings and weekend special events.
3. Serve as a member in the Geriatric Social Workers' Association or one other community or civic organization of interest.

Signature _____

Date _____

Approval Signature 

Date 6/19/23

