



Role Description

Reviewed March 01, 2009

Reviewed November 01, 2009

Reviewed June 01, 2012

Reviewed November 22, 2013

Reviewed November 23, 2014

Reviewed October 24, 2015

Title: Social Worker

Department: Behavioral Health Division

Location: Suburban Cook

Reports to: Chief Executive Officer, Co-Chief Executive Officer

Position Summary: To achieve a homelike, community integrated living environment based on values of individual self-worth, dignity, equality and respect for maximum participation in routine everyday activities, experiences, therapies, health services, community support activities and opportunities for community inclusion to behaviorally, emotionally, and developmentally disabled adults who reside in a community settings in order to assure maximum normalized living, independence and self reliance.

To improve or assure consistency in attained functional skills and provide structured community, social and interpersonal experiences/activities normalized developmental growth while meeting requirements and the guidelines of funding, monitoring and accrediting agencies. Works in conjunction with Regional Directors, House Managers and QIDPs.

To provide any necessary behavioral/therapeutic services as outlined in the individual's IPP, ISP, ACR, or as needed.

Duties:

- ◆ Conduct clinical audits of the individual charts and programs
- ◆ Conduct training sessions with employees on audit findings
- ◆ Write behavioral plans as appropriate
- ◆ Provide supervision and monitor agency therapists to ensure that performance of assigned tasks examining outcome against stated criteria and discussing assessment using both formal and informal methodology in order to interpret results of task



performance for worker growth and to ensure that performance standards necessary to achieve objectives are met.

- ◆ Participate in the Behavior Management Committee
- ◆ Oversee referral of restrictions in the Human Rights Committee
- ◆ Provides individual therapeutic services to an individual on a weekly basis. If an individual requires more, adjustments will be made as needed.
- ◆ Write QMHP/Therapy monthly notes for the case file.
- ◆ Determines and/or interprets work procedures (e.g., scheduling priority tasks) in order to promote efficient, assure client's programmatic and personal needs are met and to coordinate flow of work.
- ◆ Communicates with diagnostic, professional and developmental training/education staff on behalf of DSP's in order to assure concerted action between units.
- ◆ Examines and evaluates primary and collateral information (tracking sheets, goals, progress notes etc.) from staff, professionals and others to monitor case records in order to check presence, completeness and adherence to standards of entry.
- ◆ Participates in regularly scheduled staff meetings, using discretion as to subject matter, in order to coordinate service delivery to clients.
- ◆ Help train new staff or conducts in-services for current staff using necessary materials in accordance with Individual Advocacy Groups policies and procedures.
- ◆ Participates in/conducts/attends meetings of an informational or problem solving nature, e/g/, IPP, parent/guardian meeting, diagnostic, intake/discharge, contributing appropriate input, in order to establish and maintain effective communication, to assure professional program planning and monitoring and to perform necessary organizational business.
- ◆ Writes/develops sequence of steps or procedures by which the individual may achieve specified result or goal, adapting and modifying plan as changes in situations and/or client require, in order to implement effective interventions/supports and to monitor progress.
- ◆ Writes/reviews/evaluates individual's program plan, referring to recommendations of both clients and client's previous performance and outcomes, makes adjustment and changes using discretion as to need in order to formulate individual program plan.
- ◆ Monitors/writes incident reports using staff and client information, case records and knowledge or the situation, recommending and approving plans for resolution in order to compile required records and information for service planning.
- ◆ Reinforces proper behavior, language and social pattern etc., in order to improve or increase consistency of the independent functioning of the individual.



- ◆ Exchanges with, receives from or provides to diagnostic staff, colleagues or supervisor information about the individual and his/her program in verbal or written format as required in order to maintain records, plan or implement services.
- ◆ Formulates individual's objectives and evaluates performance on assigned objectives examining outcome against stated criteria, using rating scales, tracking sheets, monthly progress notes, etc. in order to ensure personal growth and improvement in specific skills.
- ◆ Completes required IPP or ISP reports, forms, progress notes etc., and using performance records, tracing sheets, and established guidelines in order to maintain compliance with agency and state requirements.
- ◆ Evaluates/discusses in individual conference, worker's understanding of policies (e.g., progressive discipline), job behavior, (e.g., tardiness which exceeds expected level), judging content and consequences of work behavior in order to inform worker of results of work performance.
- ◆ Act as liaison between IAG and hospitals
- ◆ Participate in psychiatric hospitalizations
- ◆ Write Mental Health Assessments
- ◆ Participate in intake meetings and write the intake behavior plans
- ◆ Participate in placement of individuals outside of the agency
- ◆ Other duties as assigned

Minimum Requirements:

Education/Experience:

- ◆ Masters degree in related field
- ◆ 5 years minimum of directly related work experience
- ◆ Licensed by State of Illinois Guideline (BCBA, LCSW, LCPC, Psy.D. preferred)

Skills/Knowledge:

- ◆ Follows methods and procedures in delivery of instructional, training and support services.
- ◆ Knowledge of and implementation of each designated individuals' needs, goals, interventions and supports.
- ◆ Completion of required records keeping, reports and assignments.
- ◆ Quality of interactions with supervisor, staff, consumers and outside individuals.
- ◆ Efficient/cost effective use of time, materials and human resources.
- ◆ Quality of coordination of work and monitoring of work performance.



- ◆ Proficient in word processing, data base management, and spreadsheet, e.g., Word Access or Excel.
- ◆ Must possess strong interpersonal skills.
- ◆ Must possess a valid driver's license
- ◆ Must possess current vehicle insurance
- ◆ Must be over 25 to operate an agency vehicle.

Physical Demands:

- ◆ May be required to frequently sit for extended periods.
- ◆ May be required to infrequently lift/move objects weighing up to 25 pounds.
- ◆ Must possess the ability to communicate effectively (verbally and in writing) with Agency supervisors, co-workers, benefit providers, and individuals.
- ◆ Must have visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.

Environment and Scheduling:

- ◆ Work performed in well-lit, confidential environment.
- ◆ May be required to meet with individuals and/or staff throughout the Agency's program sites.
- ◆ Duties may involve contact with individuals who may be hostile, dangerous, threatening, aggressive and/or under the influence of drugs or alcohol.
- ◆ Scheduled work hours are based on schedule for program and response to emergency situation.