NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: September 17, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 24 FY 15/16 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective September 17, 2015.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/Budget Division
Theresa Kao, Controller/Budget Division
Drew Murrell, Controller/Budget Division
Alex Koskinen, Controller/Budget Division
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 24
Fiscal Year: 2015/2016
Posted Date: 09/09/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2920</td>
<td>Medical Social Worker</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


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    Alex Koskinen, Controller/ Budget Division
    E-File
Title: Medical Social Worker  
Job Code: 2920

INTRODUCTION

Under general supervision, the Medical Social Worker performs routine medical social work duties; evaluates social, emotional and physical needs of clients; interviews clients and their families and significant others; provides supportive counseling or crisis intervention; conducts mandatory reporting activities; advocates on behalf of clients; provides discharge planning, service coordination, psychoeducation and case management; and performs related duties as required.

DISTINGUISHING FEATURES

Class 2920 Medical Social Worker is distinguished from class 2922 Senior Medical Social Worker, in that the class 2920 Medical Social Worker is the journey level classification in the series, performs the more routine cases and does not require licensure as a Clinical Social Worker (LCSW), which is required for the class 2922 Senior Medical Social Worker. Class 2920 Senior Medical Social Worker is distinguished from class 2924 Medical Social Work Supervisor in that the class 2924 Medical Social Work Supervisor provides clinical supervision to a group that may include class 2922 Senior Medical Workers and class 2920 Medical Social Workers and ancillary staff, and requires licensure as a Clinical Social Worker (LCSW).

SUPERVISION EXERCISED

May supervise ancillary staff.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Evaluates social, emotional and physical needs of clients by applying social work theories. Helps clients cope with the environmental and psychological issues of illness by explaining options and treatments as well as making appropriate referrals.

2. Provides supportive counseling or crisis intervention to clients and/or their significant others, families, or friends or may provide referral services to therapists or mental health providers.

3. Interviews clients, their families and significant others to obtain intake information; reviews financial status and screen eligibility for entitlement programs.

4. Collaborates with interdisciplinary health care teams to treat and plan for the psychosocial and medical needs of patients by consulting with other providers and making referrals. Devises, develops and implements treatment plans as necessary. May make a diagnosis as part of a treatment plan.

5. Conducts mandatory reporting activities by completing reports (CPS, APS, elder abuse, and domestic violence reports) in specific timeframes and completing appropriate documents.
6. Prepares records to document case activity including pertinent statistical reports, chart notes, correspondence, and other agency forms to monitor and assess client's progress;

7. Advocates on behalf of clients with agencies, medical practitioners and within the community.

8. Conducts home visits when necessary to survey living situation of clients for accessibility and to determine the need for further services.

9. Provides discharge planning and/or service coordination and linkage by analyzing client needs, coordinates with other members of treatment teams and refers clients to outside services and community agencies. Researches community resources, makes appropriate referrals and helps facilitate medical treatment and arranges follow-up care.

10. IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Social work theories, principles and techniques; Federal, State and local laws, administrative codes, rules and regulations; contemporary medical issues and health trends; counseling, therapy, advocacy, and intervention.

Ability and Skill to: Apply social work methodology; develop and maintain professional working relationships; written communication skills; oral communication skills; basic computer skills; train and supervise others; be sensitive to cultural diversity.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a Master's Degree in Social Work (MSW) from a school of social work fully accredited by the Council on Social Work Education (CSWE); AND

Experience:

Six (6) months (1000 hours) of social work experience in a health care setting. This experience may be gained from supervised field placement during the Master's in Social Work (MSW) program or from post-graduate social work experience

License and Certification:

SUPPLEMENTAL INFORMATION

ENTRANCE
Title: Medical Social Worker
Job Code: 2920

PROMOTIVE LINES

2922 Senior Medical Social Worker

ORIGINATION DATE: 1961

AMENDED DATE: 11/21/02, 09/17/15

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFMTA