# ISSUED April, 1982

**REVISED January, 2005**

# SUPERSEDES

# TITLE Social Worker I CLASSIFICATION GRADE 05

#  SPECIALTY GRADE 30

### BASIC FUNCTION AND RESPONSIBILITY

Interview and counsel patients and clients and their families to identify and evaluate the significance of social, environmental and emotional factors relative to the utilization of medical and other clinical services offered within the University.

#### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Interview patients or clients and their relatives to obtain social history information relevant to the medical or clinical problems and for planning.

Record social histories or summaries for Clinical Records of the patients or clients.

Interpret problems of social situation of patients and clients and their relatives as they relate to the clinical condition and/or for hospitalization.

Confer with others of the clinical staff in assessment of the patients or clients needs.

Participate as a team member in conferences on behalf of patients or clients with other clinic or hospital personnel.

Counsel and advise patients or clients and their relatives of social situation as they relate to the medical or clinical condition and/or hospitalization.

Determine situations that necessitate patient or client transfers for psycho-social evaluation and/or more specialized services.

Perform social service tasks which facilitate productive utilization of professional time and skill.

Provide information regarding other patient and client services.

Arrange for discharge planning for hospital patients including the post hospital care.

Write case reports covering social services for inclusion in the patient's or client's clinical records.

Compile statistical records of social service activity.

Assist in the instruction of undergraduate students in Social Work, medical and allied specialties.

Attend and participate in training, meetings, conferences and workshops.

Maintain effective working relationships with faculty, staff, students and the public.

*In addition to the duties and responsibilities noted above, the position description must include statements from*[*UI Health Care Core Values (WECARE)*](https://uihc.org/mission-vision-and-core-values)*for Health Care positions or*[*Universal Competencies*](https://hr.uiowa.edu/careers/competencies/universal-competencies)*for all other positions.*

##### SUPERVISION RECEIVED

Supervision is received from a Social Worker III, Social Worker II or other designated official.

##### SUPERVISION EXERCISED

No supervision is exercised.

#### QUALIFICATIONS

A Bachelor's degree with a major concentration in Social Work is required (when specified related education and experience may be required and/or substituted).

Some (6 months- 1 year) experience in Social Work is required.

Excellent written and verbal communication skills are required.