



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources

11404 Moorage Way

La Conner, WA 98257

Phone (360)466-7353 | Fax (360)466-1348

<b>Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?</b>	<b>YES</b>
<b>Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?</b>	<b>YES</b>

**Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.**

**JOB TITLE:** MEDICAL SOCIAL WORKER

**DEPARTMENT:** HEALTH

### **POSITION SUMMARY:**

Provide social work services, programs and referrals to clients of the Swinomish Health Clinic. Interface with the tribal programs with broader community agencies to maximize services to the tribe.

**Supervised by:** MEDICAL OPERATIONS DIRECTOR

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists patients with DSHS, basic health, private insurance, social security, disability, Medicare and hospital paperwork
- Coordinate with WIC program
- Provide assistance to elders and their care givers
- Provide crisis and short-term counseling
- Maintain case files
- Coordinate patient medical coverage with CHS
- Provide info and referral services
- Complete and process paternity affidavits
- Coordinate with family services as needed
- Assist elders obtain delayed birth certificates
- Act on given referrals
- Coordinate and obtain durable medical equipment and supplies
- Referrals to wellness or Didgwalic

- Coordinate to help keep other tribal workers current on social services
- Assist patients and community with healthy stress management
- Provide and or coordinate patient education as needed

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in psychology, social work, human services or related field, Masters of Social Work, preferred.
- Licensed Clinical Social Worker (LCSW) or Associate, preferred.
- 2 years' direct clinical experience, preferably in a tribal health care setting.
- Demonstrated knowledge of trauma-informed care and providing culturally competent care.
- Must possess a valid Washington State Driver's License

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understand federal, state and local healthcare standards
- Proficiency in basic computer applications
- Communicating with doctors, nurses, home health employees, and health companies
- Understanding various medical conditions
- Evaluating the mental, emotional and physical status of patients
- Possessing social worker state license

**WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week. This is a full-time position.
2. Duties are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer workstation in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions and may involve extended periods of sitting, standing or walking.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of health programs\_manager is considered an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_