

PLEASANT POINT HEALTH CENTER  
Passamaquoddy Tribe

**POSITION DESCRIPTION**

**TITLE:** Medical Social Worker

**STATUS:** Regular, Full-Time

**POSITION IN THE TRIBAL ORGANIZATION:** The Medical Social Worker is under the direct supervision of the Health Director. She/He is hired by the Personnel Selection Committee and employed by the Passamaquoddy Tribe through the Indian Health Service contract. She/he supervises no employees.

**ROLE:** Provides the Health Center staff with high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Works cooperatively with entire Health Center staff regarding overall work responsibilities.

**DUTIES:**

1. Works with patients to seek alternate resources (Medicaid, Medicare, Marketplace insurance, SSI/Disability, etc) for payment of medical bills for the service population.
2. Assists the service population in obtaining program benefits (S.S.I., Food Stamps, Rent Refunds, etc.) which will help promote their health and well-being.
3. Maintains close communication with the Purchased and Preferred Care Clerk regarding hospital admissions and projected costs to the contract, and actively seeks alternate resources for those potentially eligible.
4. Collaborate with Wolipamawsu staff to arrange counseling services to individuals and/or families for the purpose of assisting them to adjust to serious illnesses, medical difficulties, or in dealing with mental health issues.
5. Works closely with the medical staff in providing information and assistance in those areas of special needs. (e.g. medical equipment in the home, temporary shelter, special transportation, etc.)
6. Match clients to community resources and refer as appropriate and advises clients in emergency situations.
7. Recognize physical or emotional abuse and report (or intervene if applicable) as appropriate.
8. Maintain pertinent information in patient records.
9. Participate in all data collection/evaluation activities as needed or requested.
10. Train family members to provide ADL (Assistance with Daily Living).

**Medical Social Worker**  
**Regular, Part-Time**  
**Page 2**

**DUTIES (cont'd):**

11. Use conflict resolution techniques qualifications.
12. Will follow all procedures, laws, rules related to patient's rights.
13. Maintain a strict level of confidentiality regarding all aspects of job performance.
14. Participates in workshops, courses, and in-service training sessions to develop and/or upgrade skills relevant to duties.
15. Adheres to the Health Center back-up support system.
16. Other duties as assigned by the Health Director.

**QUALIFICATIONS:**

1. Bachelor's degree in Human Services or related field.
2. Extensive knowledge of federal/state agency policy changes, particularly those providing alternate medical resources. (e.g. Champus, Medicaid, Medicare, etc.)
3. High level of interpersonal skills is required.
4. Personal characteristics (i.e., non-judgmental, empathetic, able to establish a trusting relationship, acceptance of individual differences, etc.).
5. Experience with culturally diverse populations.
6. Reliable in meeting deadlines and managing one's own time and the time of others.
7. Excellent attendance record with career and job priorities as a focus.
8. Reliable transportation with unrestricted license.
9. Background check will be required.
10. Ability to comply with the requirements of the Privacy and Freedom of Information Act (Confidentiality) & Drug-Free Workplace Act.