

**SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM**

**Position Description
MEDICAL SOCIAL WORKER**

Dr. Candace Knight

20% Effort

Mobile/Baldwin/Escambia/Conecuh Counties

SUMMARY:

Under minimal supervision, works as member of a team to address medical, behavioral and social determinant of health needs by identifying resources and making necessary referrals for the uninsured, diabetic patient population seen at the Providing Access To Healthcare (PATH) Clinic. This position will work closely with the clinical care coordinators and the medical and behavioral health teams, facilitating communication and support in securing resources for patient treatment, referral, and transition. This position will also collaborate in coordinating clinical and patient services and performing administrative duties in support of clinical staff and operations.

RESPONSIBILITIES:

1. Utilize screening tools, identify resources, and make appropriate referrals for social determinants of health for patients at the PATH Clinic.
2. Serve as an advocate for patient, assisting patients with obtaining services and assistance available.
3. Facilitate patient enrollment in pharmaceutical Patient Assistance Programs and manage the documentation and organization of medications received.
4. Track reorder dates on all medications for each patient and communicate with pharmaceutical companies and clinical team to ensure timely reorders and a continuous supply of medications.
5. Facilitate access to needed primary and specialty care by assisting patient to complete enrollment process.
6. Collaborate with interprofessional team to facilitate communication about patient needs and obtain resources that promote patient-centered healthcare.
7. Actively participate in daily clinic team huddles, meetings, and project evaluations.
8. Utilize electronic health records system to communicate with providers and document activities in support of patient care.
9. Collaborate in coordinating clinical and patient services, including scheduling and communication with on-call providers, and for performing administrative duties in support of clinical staff and operations.
10. Work as a member of the interprofessional team to implement quality improvement initiatives.
11. Responsible for the supervision of trainees.
12. Collaborates with clinic leadership team in the development and writing of reports,

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- publications, and professional presentations related to the PATH Clinic.
13. Assures PATH Clinic compliance with all UAB regulations, including HIPAA and privacy issues.
 14. Acts in a caring and courteous manner toward all users/visitors in the following ways: uses positive interpersonal skills to alleviate concerns and frustrations of patients, students, other staff, and faculty; provides assistance in a timely manner, references appropriate procedures in a calm and courteous way; acts always in a professional and confidential manner with respect to all information and records.
 15. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.
 16. Perform other related duties as directed to support the missions of the PATH Clinic and School of Nursing.

QUALIFICATIONS:

This position requires a minimum of a Master's degree in Social Work and prior work with vulnerable populations. Must be currently licensed or eligible for licensure by the Alabama State Board of Social Work Examiners. License must be obtained within six months of employment. Must be computer literate and experienced with MS Office Suite, experience with Electronic Health Records systems and patient scheduling desired.

This position requires that the individual have good organizational and time management skills, be conscientious, self-directed and efficient in accomplishing the stated tasks and responsibilities. Additionally, this individual must be capable of working with a diverse population of indigent patients and should have appropriate interpersonal and writing skills to communicate effectively with the patients, team members, and other parties internal or external to UAB. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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