



## EMPLOYMENT OPPORTUNITY

**CLASS: 2920 TITLE: MEDICAL SOCIAL WORKER**  
(mo1)

**SALARY: \$30.8250 - \$37.4625 Hourly**  
**Eff. 4/5/08 \$31.4250 - \$38.2000 Hourly**

**DEADLINE: OPEN UNTIL FILLED**  
**POSTED: SEPTEMBER 21, 2007**

### JOB DESCRIPTION:

The Department of Public Health's Community Oriented Primary Care (COPC) is accepting applications for **one (1) part-time** position in class 2920 Medical Social Worker to work in the COPC clinics for **Healthy San Francisco (HSF)**. **SHIFT:** Monday – Friday. Day and evening shifts. **This position is subject to budget approval.**

*All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.*

**Appointment Type:** Permanent and Provisional applicants encouraged to apply. Provisional applicants must participate in a Civil Service examination for this job classification to become permanent.

### ESSENTIAL DUTIES:

Under the direction of the Medical Director and/or the Social Worker Supervision, the Medical Social Worker provides comprehensive medical social services to patients and their families. The essential job functions include:

- Performs comprehensive age and culturally appropriate psychosocial assessment on patients;
- In conjunction with patient, formulates patient's focused social service care plan;
- Provides counseling, psychosocial support, and crisis intervention to patients and families;
- Refers and links patients to appropriate substance abuse treatment, mental health treatment, case management programs, home care services, transportation programs, domestic violence resources and appropriate community social services resources including those required by mandatory laws such as child and elder abuse;
- Maintains on-going communication and coordination on patient's care plan with clinic's staff, community and in-patient providers to ensure continuity of care;
- Participates as member of multi-disciplinary patient care teams;
- Educates patients on financial and medical entitlement programs, provides appropriate referral and ensure linkage to these programs;
- Provides information on housing options, assistance with referral, completion of applications, gathering of needed document to assist patients to obtain temporary and permanent housing;
- Performs community outreach and acts as liaison with other health care and social services providers;
- Attends regular social services and clinic staff meetings;
- Documents social work involvement in cases;
- Prepares statistics as needed;
- Participates in research protocols and quality improvement efforts;

CONTINUED

## 2920 Flyer [page 2]

- Develops and facilitates groups to assist patients cope with health related and social services issues;
- Performs other related duties as assigned/required.

### MINIMUM QUALIFICATIONS:

1. Possession of a master's degree from a recognized university or college in Social Work (MSW). Such Master's program MUST have included supervised field placement in a licensed health agency. Proof of courses (transcript) and supervised field placement (written verification) must be submitted; **OR**
2. Possession of a Master's Degree in Social Work (MSW) from an accredited school of Social Work and one year's experience as case manager in a licensed health agency (verification required); **OR**
3. Be currently enrolled in a Master's Degree program in Social Work (MSW) from an accredited school and expect to graduate within six (6) months. Such Master's program MUST include supervised field placement in a licensed health agency. Applicants who are MSW eligible MUST submit a letter from the school's dean/director (on university letterhead) verifying applicant's enrollment in the program and supervised field placement in a licensed health agency and expected date of graduation.

**Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.**

### DESIRED QUALIFICATION(S):

- One (1) year of experience in medical health care setting working with adults and geriatric.
- One (1) year of experience in working in a teaching hospital based medical clinic.
- One (1) year of experience in providing counseling, crisis intervention and case management.
- Ability to work successfully and cooperatively with the multi-disciplinary team.
- Ability to work sensitively with homeless, diverse cultural groups, immigrant and refugee populations.
- Knowledge of the social services resources in San Francisco.
- Familiarity with GA, SSA, SSI, SDI, Medicare, Medi-cal benefits.
- Excellent oral and written communication skills.
- Fluency in Cantonese, Mandarin, Korean, Tagalog, Spanish or Russian.
- LCSW preferred.
- Desire to train and supervise social work intern.

### APPLICATION PROCEDURE:

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to **Maureen O'Neil, Social Work Supervisor, Community Oriented Primary Care, 1380 Howard Street, 4<sup>th</sup> Floor, San Francisco, CA 94103-2614. Open Until Filled.** CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25<sup>th</sup> Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, the Human Resources Department, 44 Gough Street. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://www.sfdph.org)

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS  
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer  
Women, Minorities, and Persons with Disabilities are encouraged to apply*