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**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Renal Social Worker

**Employer/ Agency:** Renal Ventures Management/Renal Center of Beaumont

**Job Description:** The individual in this role is responsible for planning and coordinating all local patient related social service activities, consistent with Company policies and practices. This individual executes and monitors the Company's social service programs and related activities, including but not limited to the psychosocial aspects of patient care and the financial aspects of delivering End Stage Renal Disease (ESRD) services to patients. This individual provides ethical, safe, effective, and compassionate care that is consistent with the State, Federal and Company guidelines, Company policies and procedures, and within his/her scope of practice.

**PRIMARY AND RESPONSIBILITIES:**

**Admission of patient:**

- Interview all patients to obtain a complete intake history to include data on the patient's social, medical, emotional, financial, home environment, and relationships.
- Assess, monitor, document and counsel patients and their families in psychosocial aspects of care.
- Enlist cooperation from family members and/or significant other to complete intake process to support and maintain the basis for the patient's plan of care.
- Evaluate patient data and formulate a psychosocial plan of care including both short and long term goals.
- Initiate individualized counseling for patients and refer to outside resources as appropriate. This includes patients who are experiencing emotional or financial difficulties.
- Input patient assessments, notes and other documentation in patient records in a timely manner

**Social Worker Programs**

- Execute Company policies and procedures that meet all state and federal regulations for documentation and compliance for social service functions to ensure consistent, appropriate standards and practices are met.
- Assess and Implement programs for uninsured and underinsured patients, including, but not limited to, Drug Safety Net programs, Patient Access programs and Medigap programs, etc.
- Utilize all resources to obtain primary and secondary insurance coverage for patients.
- Financial Waiver Program. Ensure patient and Company's financial needs are appropriately addressed. Work with patient and family members in completing the

Financial Waiver Program packet, other applications and forms. Make appropriate agency contacts that the patient may be entitled to, secondary to ESRD status.

- Coordinate social service programs in the clinic for patient and family education purposes

**On-going monitoring of patient**

- Ensure documentation and paperwork (forms) are filled out for various needs.
- Monitor plan of care and adjust as necessary independently or in coordination with the multi disciplinary patient care team.
- Conduct patient counseling as needed to support psychosocial needs.
- Input patient assessments, notes and other documentation in patient records in a timely manner
- Collaborate with transplant coordinator on transplant evaluation referrals and follow-up. Actively participate in monthly Quality Assessment and Performance Improvement activities.
- Acts as the primary resource for the Clinic on social service programs, regulations, entitlements, as well as State and Federal requirements related to social work services.

**Counseling and Referral to additional resources**

- Screen for vocational rehabilitation and make appropriate referral.
- Assist in coordination of transportation needs.

**SECONDARY RESPONSIBILITIES:**

Deliver other programs educating patients and family members regarding insurance eligibility, public assistance, loans and grants, and support agencies specific to the ESRD population. Serve on Clinic and Company-wide committees, task forces, and work groups on a voluntary and appointed basis.

- Active in local renal related organizations that promote and support ESRD issues on a voluntary and appointed basis.
- Work closely with Home Office, Regional and Clinic Staff to ensure integration of the above activities.
- Participate on committees, task forces, and work groups on a voluntary and appointed basis.
- Adhere to all HIPPA compliance policies.
- Demonstrate the RV Difference program and culture.
- Perform other duties as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Masters Degree in Social Work from a social work school accredited by the council on Social Work Education.
- Current and valid license as required by state regulations.
- Proven experience and expertise in area relevant to patient care; minimum 6 months clinical experience preferred. Renal experience strongly desired.
- Basic to Intermediate computer skills, MS Office.
- Strong focus on details and delivery of results while maintaining patient and staff satisfaction.

- Strong organizational and time management skills.
- Demonstrated high degree of professional ethic and knowledge of confidential and regulatory compliance practices (HIPPA, etc.).

**Salary/Hours:** Monday-Friday 40 hours – Flexible

**Employer/ Agency:** Renal Ventures Management/Renal Center of Beaumont  
**Address:** 3740 Laurel Ave  
**City, State, Zip:** Beaumont, TX 77707

**Contact Person:** Alison Bodor  
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**Application Method:** [www.renalventures.com/careers](http://www.renalventures.com/careers)

**Opening Date:** 4/1/2012

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