

Job Title	Director of Social Services
Employer/ Agency	Gulf Healthcare Center – Galveston
Job Description	Plans and organizes a social service program according to established policies – Assists in the coordination of resident transfers – Handles telephone calls and interviews each patient and family on admission – Completes a Social History on each resident – Formulates a written plan of care for each admitted resident – Reviews and updates plan of care as needed – Records continuing progress notes on the patient’s social needs and response of the patient to delivered social services – Responsible for the Discharge Plan
Qualifications	Must be a Licensed Social Worker (LBSW or LMSW) - Must have a genuine interest in the elderly - Must exercise patience and tactfulness - Possess good listening skills - Must be able to execute a social service program appropriate to the needs and interests of the residents - Must have knowledge of special needs and limitations of elderly - Is able to recognize and identify situations in which problems are such that referral is indicated - Has sufficient understanding and self-discipline to relate to the patients’ needs and feelings - Has an interest in learning and advancement - Possess the ability to work congenially with other - Must be able to work hours as assigned by the Administrator - Must have a pre-employment and an annual tuberculosis screening examination
Salary/Hours	Salaried. Rate is Negotiable. Typical Hours M-F
Employer/Agency	Gulf Healthcare Center – Galveston
Address	3702 Cove View Blvd
City, State, Zip	Galveston, Texas 77554
Contact Person	Kimberly Reed
Contact Title	Administrator
Telephone Number	(409) 740 – 7330
Fax Number	(409) 740 – 7640
Email Address	kreed@swltc.com
Application Method	Fax/E-mail Resume or Apply in Person
Opening Date	Immediate

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