

**ADVANTAGE HEALTH CENTERS**  
**POSITION DESCRIPTION**  
[www.ahcdetroit.org](http://www.ahcdetroit.org)

**SOCIAL WORK MANAGER**

Position Summary

Under general direction, plan and manage and coordinate social work services for community health center and homeless health center patients with medical, dental and mental health services; supervise professional and paraprofessional staff for the provision of services.

Principal Duties and Responsibilities:

Define and establish standards of practice for social work services at each AHC service location based on BPHC definitions for enabling services.

1. Develop and continually renew of social work services commensurate with LMSW practices in the State of Michigan to include but not be limited to appropriateness of charges, adequacy and format of patient records, and anticipated productivity levels for program expansion.
2. Manage the performance planning and development process for the Social Work Department by completing annual evaluations for each employee.
3. Through direct service and staff assignments, provide assistance in securing resources, crisis intervention and supportive counseling to clients whose needs are currently not being met by community resources.
4. Through direction of subordinate staff, process prescription assistance program applications for Advantage patients.
5. Coordinate the referral process for specialty care and hospitalization for uninsured patients.
6. Identify, assesses, and offers corrective measures for factors that impede wellness and which contribute to clients' homeless status.
7. Maintain direct contacts with clinic patients, serve as their advocate and develops a comprehensive service plan to improve their condition.
8. Facilitate enrollment in health care coverage programs.
9. Document services provided in clinic charts, including encounter forms, psycho-social assessments, action and treatment plans.

## **Social Work Manager**

### **Position Description**

Page 2

10. Participate as member of a multi-disciplinary team with medical, dental, and mental health workers to provide coordinated care to Advantage patients.
11. Establish and maintain linkages with community agencies to coordinate services and to promote Advantage Health Centers services.
12. Compile and analyzes service data; and prepare reports as required.
13. Perform related duties as assigned.

#### Authority and Supervision:

Reports to the Executive Director or designee. Supervises a staff of social workers and social work technicians. Functions as a member of the inter-disciplinary service team.

#### Academic and Experience Requirements:

MSW and current license with the State of Michigan required. Minimum five (5) years experience in providing social work services in health care or mental health care setting as part of a multi-service system is required; must include a minimum of two (2) years supervisory experience.

#### Required Knowledge, Skills, and Abilities:

1. Ability to communicate orally with staff, patients, and community representatives and other health care professionals both individually and in groups is crucial. Regular use of the telephone and e-mail for communication is essential.
2. Ability to analyze information, identify problems and suggest solutions.
3. Considerable knowledge of bio/psycho/social/economic systems.
4. Ability to establish and maintain effective relations with clients, associates and professionals.
5. Considerable knowledge of the health care delivery system, its impact on human service needs, and ability to monitor patient care.
6. Considerable knowledge of community agencies and the services they provide.
7. Skills in interviewing techniques and ability to motivate low-income clients.
8. Ability to communicate clearly and concisely in written and oral presentation or reports.
9. Compassion for, and ability to work with uncooperative patients in a non-threatening, calm, non-descending manner.
10. Sufficient skill in using standard software programs for performance of duties.

## **Social Work Manager**

### **Position Description**

Page 3

#### Salary Range:

Based on education and experience.

#### Physical Demands and Work Environment

1. Occasional travel by airplane and frequent automobile travel in conducting business is necessary.
2. Sitting for extended periods is common. Hearing, vision and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
3. No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required. Good manual dexterity for the use of common office equipment such as computer terminals, calculator, copiers, and FAX machines.

#### Other Requirements

Valid Michigan driver's license. Must provide own transportation daily.

**Applicants are asked to send resume and salary requirements to**  
**[HR@advantagehealthcenters.org](mailto:HR@advantagehealthcenters.org)**

**Advantage Health Centers is an Equal Opportunity Employer**