

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 12/8/2021

**Response Deadline:** 12/28/2021 or Until Filled

\* RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

<b>Agency:</b> Butler County Care Facility	<b>Job Title:</b> Director of Social Services
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> \$26.24- \$38.48
<b>Location:</b> 1800 Princeton Pike, Hamilton OH	<b>Hours of Work:</b> Monday-Friday 8:00-4:30

**ESSENTIAL FUNCTIONS:**

Complete hospital referrals including verification for accuracy of information and paperwork necessary to be in compliance with Butler County Care Facility policies and standards; meet with residents and family to complete all admission paper work and enter all information to Point Click Care (PCC) that is required for admission; further reviews for mental health and DD admissions.

Facilitate ongoing dialogue with residents/families/significant others concerning matters of interest to residents that affect overall care/services while in facility; coordinate grievance/complaint process of residents/families/significant others.

Complete Assessments for Cognition, Mood, Behavior, Psycho Social, Activity Discharge/Goal Setting, maintain patient confidentiality and standards at all times.

Notify and follow up with all staff on new admissions; submit authorizations for insurance approval on all admissions; submit both weekly and monthly reviews to insurance as indicated; create financial file for each new admission; submit all consents signed at admission for services e.g. dentist, pharmacy; PAS/RR upon admission and as indicated; and arrange 360 services.

Work collaboratively with Activity Department to ensure individuals are engaged in meaningful activities designed around their individual abilities, needs and interests; and maintain participation/attendance in activity(s).

Participate in quality assurance and team support meetings and remain cognizant and in compliance with changes to governmental regulations regarding nursing home policies.

Make referrals upon discharge for discharge needs e.g. physical therapy, home health care or housekeeping services, equipment needs and meal preparation.

Assist residents with end of life care e.g. hospice referrals, DPOA, Living Will, COA Level of Care as indicated.

Assist with Medicaid applications, Medicaid renewals, Social Security rep-payee applications/yearly review and resident's spend down status.

**REQUIRED QUALIFICATIONS:**

- Bachelors of Social Work or a Certificate of Registration as a Social Work Assistant.
- Minimum one (1) year full-time experience in healthcare, preferably in long-term care facility
- Knowledge of current standards of practice and the rules, regulations, and laws related to the long-term care industry.
- Experience with Point Click Care

**SELECTION PROCEDURE:** Resumes and Interviews

**SUBMIT COVER LETTER AND RESUME TO:**

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011  
or by email to: [resumes@bcoho.us](mailto:resumes@bcoho.us)  
(Please indicate Job Title in subject line.)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**