

**GENERAL DESCRIPTION OF CLASS**

The PREADMISSION SCREENING SPECIALIST assesses an individual's functional, psychosocial, and economic status to determine the most appropriate placement/services for persons who are requesting or being referred for nursing facility placement. The primary goal of the intervention is to determine the most appropriate and least restrictive setting for service delivery for clients with complex medical, psychosocial, and service needs. The Preadmission Screening Specialist coordinates information from a variety of sources to intervene on behalf of the client; provides technical expertise and training to local staff in professional areas of expertise concerning client planning and service delivery for clients with unusual or complex problems; determines care settings and services for clients; and represents the division in related legal actions taken against the division.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**DUTIES AND RESPONSIBILITIES**

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

- 1.Psychosocial/Medical Assessment.** Typical tasks: interviews clients, clients' families, providers, physicians, and other appropriate resources to identify/evaluate psychosocial, cultural, financial, and medical conditions of patients referred by agency staff, community professionals, families, or other sources; prepares assessments regarding patient functioning capacity (including behavior, coping abilities, and attitude toward illness, injury disability, medical diagnosis, condition, and needs) and support systems available for service delivery; evaluates service needs; provides in-depth consultation to community professionals, agency staff, providers, or other persons seeking guidance in meeting client needs; directs planning meetings with medical professionals to plan for service delivery that meets client needs within agency's ability to provide services; determines actions on behalf of clients and division.
  
- 2.Client Services.** Typical tasks: locates, coordinates, and refers client/family to outside resources for assistance such as legal, financial, counseling, medical, and services; assists family in gaining access to resources; develops service plans emphasizing continuity of care; determines appropriate placement and maximum use of appropriate resources; coordinates with other staff to assure plan development and implementation; serves as advocate for client within service delivery system and the community; maintains knowledge of community resources for client services; maintains up-to-date knowledge of State and Federal rules and regulations regarding services delivery and special technical knowledge regarding medical and psychosocial problems and appropriate interventions.
  
- 3.Counseling.** Typical tasks: provides counseling and family system intervention related to crises in client's condition; helps clients and families resolve feelings and make decisions regarding issues surrounding placement to maximize the functioning of the client's natural support system; may provide crisis assessment and intervention in situations of client abuse or neglect.

**4. Training and Technical Assistance.** Typical tasks: provides medical and psychosocial technical assistance and may provide specialized training to providers, case management staff, and natural support system regarding development of effective services and creative ways of solving unusually complex service delivery problems; participates in staffing and care meetings to provide specialized expertise or training; may supervise RN or MSW students; represents the agency in community meetings or task forces; provides technical expertise on behalf of agency and client.

**5. Administrative Duties.** Typical tasks: completes client assessments and service plans; maintains records of decisions; prepares accurate and timely reports as needed; participates in research regarding assessment or service delivery; provides expert testimony in court or contested case hearings regarding professional assessment, agency decision, or negative findings concerning providers or alleged perpetrators of elderly abuse; authorizes client level of care and appropriateness of service delivery plan as medically and administratively correct and eligible for agency payment participation.

**6. Miscellaneous.** Typical tasks: attends and conducts conferences and workshops; reviews and reports on recent literature to maintain up-to-date knowledge of professional areas of practice; conducts investigations into situations of elderly abuse, protective services, or potential client incompetence, coordinating with law enforcement and attorneys as necessary.

Employees in this classification make decisions directly impacting the level of care and care delivery system for the agency's clients with the most complex care needs. Decisions directly affect the care setting and services clients will receive and directly affect the legal and funding liability for the agency.

## **RELATIONSHIPS WITH OTHERS**

Employees in this class have frequent daily in-person, telephone, or written contact with agency clients, relatives of clients, professional medical and social service personnel, attorneys, long-term care providers and staff, and local Area Agency on Aging personnel to provide or obtain information regarding division client's psychosocial needs or the quality and level of services provided those clients. There is regular telephone, in-person, or mail contact with division or other agency social services staff to exchange job-related information or to provide advice and assistance in the interpretation and application of relevant laws, rules, regulations, and policies and procedures. Employees in this class are frequently requested to appear at administrative hearings or in court to provide testimony as an expert witness or to defend agency decisions on client services.

## **SUPERVISION RECEIVED**

Employees in this class work under general supervision of a unit supervisor who assigns work verbally or in writing. Work is initiated by referral from the community medical and social services professionals, health care providers, self-referral from clients and their families, and from case managers. The supervisor provides specific assignments or direction in periodic supervisory or informal meetings. Once proficient on the job, the employee works with a high degree of independence. Occasionally, work is reviewed for accuracy, timeliness, and conformance to applicable Federal and State laws, rules, and standards, as well as division and unit policy and procedure guidelines. The employee is guided by Federal and State statutes, regulations, rules, professional standards, and division and unit policies and procedures.

## **GENERAL INFORMATION**

Positions in this class require the willingness to travel, including overnight stays, in all kinds of weather on a variety of road conditions.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

Extensive knowledge of a wide medical and psychosocial problems as they affect the elderly and disabled.

Extensive knowledge of normal and abnormal human development and behavior.

Extensive knowledge of appropriate intervention methods for the elderly and disabled.

Extensive knowledge of the implications of illness, injury, disability, and/or hospitalization on clients and families.

General knowledge of State and Federal rules concerning long-term care services, medical services, and client rights.

General knowledge of agency policies and procedures about agency programs.

General knowledge of available community resources.

General knowledge of crisis intervention, individual/family/group counseling, advocacy, information/referral, community relations, and consultation.

General knowledge of medical procedures and terminology used in elderly care.

Skill in interviewing individuals with disabling medical or mental problems to gather information and plan care in a collaborative team approach.

Skill in utilizing a wide range of available information to complete comprehensive medical/psychosocial assessments of individuals.

Skill in assessing family dynamics.

Skill in providing direction for working with client support systems in a manner which supports client choice and community care.

Skill in developing appropriate service plans for clients or patients utilizing a wide variety of information.

Skill in functioning as patient's/client's advocate to ensure appropriate social service delivery.

Skill in recognizing, identifying, and investigating abuse or neglect of clients receiving or in need of long-term care.

Skill in managing work time and efforts to accomplish both ongoing and emergent duties.

Skill in compiling information from direct observation.

Skill in making concise assessments, plans, and reports which can be understood and utilized by a wide variety of staff and providers.

Skill in applying nursing and/or social work concepts to the assessment process.

Skill in communication (both verbally and in writing) with others.

Ability to provide expert testimony or testimony in support of agency decisions in a court of law or administrative hearing.

Ability to react promptly and appropriately in any instance of reported/suspected client abuse, neglect, or protective custody complaint.

Ability to work with minimal supervision.

Ability to maintain accurate work-related records.

Ability to use a computer to enter, manipulate, and retrieve data required.

Ability to maintain current knowledge of developments in medical/social service delivery and treatment by reading relevant laws, rules, regulations, policy papers, professional journals, and attending training or professional conferences when available.

Ability to evaluate complex client needs, services available, and

professional and natural support network.

Ability to meet client needs, and divergent client/family/professional opinions and to develop a workable care plan which meets the client needs in the least restrictive setting.

Ability to synthesize large amounts of information.

Ability to present a synopsis and justification to explain client needs and agency decisions to clients, families, care providers, hearings officers, and courts.

Ability to develop and maintain harmonious working relationships with health care staff, State and community professionals, and private and volunteer organizations in coordinating delivery of services.

Ability to demonstrate sound professional judgment, tact, maturity, and patience.

Ability to work as a member of a team.

Ability to explain complex psychosocial or medical needs to nonprofessional staff in a manner which assures an understanding which contributes to good case planning and implementation.

Ability to identify nursing and/or care needs with a minimum of information.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.