



University Hospital Brooklyn
470 Clarkson Avenue, Suite A
Brooklyn, NY 11203
(347) 688-6655
info@brooklynfreeclinic.org

Position Description Social Worker

Interested applicants: Send cover letter and resume with a completed [FSA Employment Application \(link\)](#) to Max Klein, Brooklyn Free Clinic Chief Operating Officer at coo@brooklynfreeclinic.org

Summary: The **Social Worker** at the **Anne Kastor Brooklyn Free Clinic (BFC)** is an “At-Will” part-time, hourly position employed by the **Faculty Student Association of Downstate Medical Center, Inc. (FSA)** on behalf of the BFC. This position is directly supervised by BFC and wholly subject to BFC funding availability. Funding is currently derived from a Gilead Foundation grant secured through **January 31, 2019**. Since BFC organizational needs may change over time, this description may be revised and reissued by FSA and BFC as needed.

Mission and Vision: We are a student-run free clinic addressing health disparities in Brooklyn through service and education at SUNY Downstate. We envision a world in which every patient has the resources they need to be healthy and every student becomes a socially conscious healthcare provider.

Prerequisites: The Social Worker must have appropriate credentials in the field of clinical social work, including a Master’s of Social Work (MSW) degree and a licensed clinical social work (LCSW) certification that is valid and current in New York State. Ideally, the candidate will have at least 2 years of post-MSW supervised experience in diagnosis, psychotherapy, and assessment-based treatment planning. A commitment to the BFC’s mission and vision are essential, and prior experience in hospital or clinic-based healthcare settings is preferred.

Duties: The Social Worker is responsible for promoting and strengthening the BFC’s use of the biopsychosocial model to deliver quality healthcare. The Social Worker is tasked with identifying the barriers that patients face when working to maintain their health and providing adequate support to overcome those barriers through connections to community-based resources and the provision of counseling and follow-up. Duties will encompass the areas of Patient Care, Student Education, and Institutional Advancement, as outlined below. Specifically, the Social Worker shall:

Patient Care

- Work with the Administrative Assistant and appropriate BFC volunteers to identify patients most in need of social work services, including patients who may be eligible for health insurance.
- Perform a social work intake on BFC patients to assess social strengths, needs, and vulnerabilities, including but not limited to the areas of: healthcare expenses and health insurance eligibility; food security; housing stability and utility needs; education and literacy; employment and financial resources; family and childcare; social isolation and supports; religion and spirituality; behavioral and mental health; safety and exposure to violence.
- Document findings from all patient encounters, including on-site sessions and off-site phone, email or other communications, in the BFC electronic medical record (EMR), *Practice Fusion*.
- Provide information about and make referrals to community-based social service providers to address patient needs, while coordinating follow-up and linkage to care with Patient Navigators (student volunteers trained to support social work-related tasks such as applying for health insurance, compiling documents for submission to hospital-based patient access offices, accompanying patients to referrals, and assisting with connections to community resources).



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- Assist eligible patients in applying for health insurance in collaboration with Patient Navigators.
- Provide mental health and psychosocial support services to vulnerable patients through in-depth counseling sessions, and refer patients requiring higher levels of care to the appropriate provider (i.e., Psychiatry).
- Communicate patient strengths and needs to BFC Senior Volunteers (SVs), Clinic Officers (COs), Patient Navigators, and Attending Physicians in order to ensure a holistic understanding of the social context affecting each patient's healthcare and to promote implementation of a care plan that addresses each patient's range of medical and social needs.

Student Education

- Work collaboratively with BFC's Public Health Representative (PHR) to develop and implement the materials needed to provide effective social work services, including but not limited to (1) screening tools (i.e., waiting room "Social Needs Survey"), (2) a curriculum for training students as Patient Navigators, (3) lists of community-based resources, and (4) other self-advocacy or skills-building materials that may assist BFC patients in effectively addressing their social needs.
- Conduct formal training sessions with Patient Navigators at regular intervals as determined in consultation with student needs and BFC council leadership [PHR, Chief Medical Officer (CMO), Chief Operating Officer (COO)] in accordance with the compensation details described below.
- Work collaboratively with Patient Navigators to effectively address patient needs, providing direction, guidance, resources, on-the-job training, and education to student volunteers as needed and relevant to ensure high quality patient care.
- Provide feedback to BFC council leadership (PHR, CMO, COO) on Patient Navigator performance, identifying areas in need of improvement and helping provide solutions via additional training sessions, workshops, written resources, etc.

Institutional Advancement

- Develop and maintain relationships with community-based social service providers relevant to addressing the needs of BFC patients, using them as resources for patients outside of clinic and recruitment sites for uninsured or vulnerable patients who may benefit from BFC services.
- Maintain relationships with Downstate Medical Center (DMC) and Kings County Hospital (KCH) Patient Access Offices to facilitate patient referrals to diagnostic imaging and specialty services.
- Work with the PHR, CMO, COO and other BFC leaders to institutionalize BFC social work services through the development of educational modules for students, implementation of a data collection system to analyze social trends among BFC patients, provision of regular feedback to improve clinic flow, and other relevant tasks needed to ensure service quality.
- Complete other appropriate duties as may be assigned by the supervisor.
- When on site, the Social Worker is subject to all relevant SUNY DMC policies and procedures.

Supervisor: The incumbent's direct supervisor is the BFC Public Health Representative (PHR). In the absence or unavailability of the PHR, the employee is supervised by the BFC COO or CMO. The incumbent's timesheets are approved/signed by the PHR and, if unavailable, are alternatively approved/signed by the COO or CFO, then submitted to FSA.

Clinical Hours: The incumbent shall work a minimum of 10 hours per month, including on-site and off-site duties as outlined below. The minimum work requirement is 2 clinic shifts per month, consisting of on-



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site service provision in Suite A of University Hospital Brooklyn (UHB) between 5:00 PM and 10:00 PM. A maximum of 10 hours per week (20 hours per bi-weekly pay period) may be approved in advance by the Supervisor through a combination of on-site and off-site work. Work over 20 hours per biweekly pay period requires the advanced approval of the BFC CFO and COO, who shall assess funding availability.

- On-site work includes the provision of clinical social work services at the BFC, currently located in Suite A of UHB, on Wednesdays between 5:00 PM and 10:00 PM.
- Off-site work includes patient follow-up, assistance with referrals, institutional advancement activities, and maintaining relationships with hospital- and community-based resources.

Training Hours: The incumbent will deliver student trainings for a minimum of 10 hours per year, up to a maximum of 20 hours per year based on need within the training budget of \$1,000 per Social Worker per year. Additional training beyond this budget may be approved in advance by the BFC CFO and COO, who shall assess funding availability.

Hourly Wage: \$30/hour. Additional compensation will be provided for training sessions at a rate of \$50/hour. Rates are contingent upon funding availability. Any future rate change will be communicated to the incumbent employee at least 2 weeks in advance of any compensation rate change

Benefits: Pursuant to benefits outlined in the [FSA Employee Handbook \(Link\)](#), FSA provides fringe benefits to Part-time Employees who work 18.75 hours/week or more. As such, no fringe benefits are provided to this BFC PartTime Social Worker position.

Questions on this position: Contact Max Klein, Brooklyn Free Clinic Chief Operating Officer at coo@brooklynfreeclinic.org