

Modoc Medical Center

JOB ANNOUNCEMENT

Final Filing Date:
Open Until Filled

Social Services Aide
EXTRA

Wage Rate:
\$19.94 – \$29.14/hour
Dependent on Experience

Modoc Medical Center is accepting applications for an Extra Social Services Aide at its Skilled Nursing Facility (SNF). The primary job function will be to identify the medically related social and emotional needs of the residents and/or their families.

Responsibilities:

- Assists with all resident appointment making and needs.
- Assists with transport arrangements to residents' appointments and/or transports resident if needed.
- Prepares all transport packets to assure residents have all the needed paperwork before arriving at the appointment.
- Keeps all departments aware of upcoming appointments and needs required from those departments.
- Maintains a Social Services file on each resident and updates it as directed.
- Assists the resident and family during the admission to the facility, following up as directed on all concerns regarding social services needs of the resident.
- Performs other tasks as delegated by the Social Services Coordinator or Director of Nursing.
- The Social Services Aide will cross-train and fill in for the SNF Ward Clerk as needed.

Qualifications & Job Requirements (but not limited to):

- High School graduate or equivalent.
- Experience in a long-term care setting.
- Active California C.N.A certification and CPR preferred.
- Valid California Driver's License
- Above-average physical/mental health and a courteous, kind, and caring disposition
- Able to communicate in English, both verbally and in writing
- Able to walk, bend and lift with the dexterity to perform manual skills required of the job.
- Dependable, organized, reliable with good attendance.
- Relates well with co-workers, staff, and residents.
- Shows adaptability to varied situations, is empathetic, enthusiastic, creative and a resourceful personality.
- Proficient with Microsoft Office applications (Word, Excel)

Application Process: Interested candidates may apply online at www.modocmedicalcenter.org.

Modoc Medical Center - Human Resource Department
P.O. Box 190 – Alturas, CA 96101