

## Duties & Responsibilities for the post of Medical Social Worker

1. To work as a team member in the multidisciplinary team consisting doctors, nursing and paramedical staff. To coordinate and help the patients, family and other team members. Maintain liaison with the hospital team.
2. To make the patient and his family understand the medical problem or disability he is suffering from, in a language the patient and his family can understand. To help the patient cope with the disability/illness and make him adjust to it emotionally.
3. To assess the social condition of the patients and provide appropriate counseling.
4. To help the patient find ways and means to financially manage with the illness/disability. Making the patient manage and tap resources for carrying out his treatment and support the family.
5. To help arrange financial support, for carrying out patients' treatment where needed from Governmental and Non-governmental organizations. In addition suggest ways to the patient and his family to reduce economic burden on the family.
6. To advice the patients/persons with disability on available disability benefits from the government and help them to get those benefits.
7. To help the patient/persons with disability and his family sort out inter-personal problems as a result of illness/disability. To help restore the role of such a person, such as a father, son, mother, daughter, husband or wife etc. in the family.
8. To help the person with disability/illness to adjust to his environment, including issues of removal of architectural barriers and encouraging independence in patients
9. To assist with the doctor in the discharge planning, making protocols, and to involve patient and family members in the social work.
10. To help the patient in smooth transition from hospital to the community and maintain the link with the patient, the community and the health services. To do follow up with family so as to stabilize the gains made during treatment. This may involve Case Work, one to one counseling method, Group Work and Community Organization.
11. To reach out to the people in their homes to convince them about the preventive measures & explain nature of illness & treatment involved.
12. To create awareness among the people to stimulate people's participation in health care programme.
13. To educate/interact with the community to help the community adjust with patients having disability or illness. To make the community adaptive for the disabled to help them integrate the disabled with them.
14. Participate in training programme of students in Medical Social Work (BSW / MSW), other para-medical students, Nursing students and NSS volunteers and other interested groups.
15. To participate in medico-social research.

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- 16. To work in community based rehabilitation programme.
- 17. Any other duty assigned by the Head of the department.

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*dl*  
28/10/17  
**Deputy Director (Admin)**

*How*  
30/10/17  
**Medical Supritendent**