JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Social Worker II

Job Code: 5833

Salary Grade: C06

FLSA Status: Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Under general supervision, provides social services and assists in counseling, support, and/or navigation services for patients and their families and makes referrals.

- Patient Assessment. Conducts interviews with inpatients, outpatients, or new applicants for various services, ascertains objectives, and collects information pertinent to care, and navigation through the service systems.
- Makes a social evaluation of patients or applicants to develop a social history. Presents findings and recommendations to providers involved in patient care. May maintain data on numbers of patients or applicants served and the types of services provided.
- Provides casework services, support, and referrals to hospital resources and community agencies including medication assistance programs. Acts as a patient advocate for issues related to decision making, end-of-life care, realistic goal setting and resolution of ethical dilemmas.
- Provides follow-up on cases reviewed. Monitors care to evaluate progress towards goals and institutes corrective action if needed.
- Participates in staff conferences for the purpose of overall program planning, and treatment planning, and evaluation processes. Ensures issues are addressed and discharged or other needs are effectively managed and completed. May participate in quality improvement or population health initiatives.
- Provides counseling to patients, families, and caregivers to include but not limited to diseases, treatments, social or financial situations, emotional stress, abuse, neglect, and physical abuse. Assists patients, families, or caregivers with adverse reactions or difficult adjustment to illness, treatment or changes in functional status. May make diagnosis and utilize therapeutic interventions under supervision of LCSW licensure.
- Conducts high social risk case findings and provides crisis counseling to patients and families regarding child abuse or neglect, physical abuse and documents in the sessions. May act as a liaison to licensed mental health professional for intervention on situations of suicidality or self-harm.
- Complies with all federal and state regulations and university policy. Complies with medical and legal reporting standards. Documents medical records and/or case notes of services provided.
- May supervise students.
- Performs duties as needed to successfully fulfill the functions of the position.

Minimum Requirements

Education:

Required: Master's Degree in Social Work or related field.

Experience:

Required: No experience required.

Required Certifications or Licenses:

Basic Life Support (BLS) Certification to be obtained within 30 days of the hire date in this position.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of social and psychological casework.
- Knowledge of social and welfare resources available in the community, hospitals, and clinics.
- Knowledge of Medicare and Medicaid laws and guidelines, managed care contracts and other legal and regulatory requirements.
- Ability to analyze and interpret a situation in order to determine a course of action to be taken.
- Ability to explain technical data to patients, family members or caregivers.
- Excellent communication skills
- Must have interpersonal skills.
- Ability to handle stressful situations.

Working Conditions

Enviromental: Standard office environment.

Printed Date: 11/24/2026