



POSITION DESCRIPTION

POSITION TITLE: Social Worker – Personal Care Home **DEPARTMENT:** Personal Care Home
CLASSIFICATION: Social Worker **APPROVED BY:** Regional Lead –
Community &
Continuing Care
UNION: MGEU Professional Technical **DATE APPROVED:** June 23, 2017

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager, Health Services – LTC Administration or Designate

POSITIONS SUPERVISED: None

POSITION PURPOSE

As a member of the multi-disciplinary team, the Social Worker – Personal Care Home is responsible for the provision of social work services to residents and their families. This includes counselling, consultation, education and advocacy. The incumbent is involved in the identification of concerns within the facility and works collaboratively with all staff to implement appropriate interventions to meet the psycho-social needs of residents.

The incumbent will exercise the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Manages facility wait list and communicates with the appropriate regional and team members regarding the status of applicants on the list as needed.
- Provides information, assessment and support to individuals on the wait list and to their representative(s)/designate(s), to assist in preparing the individual to live in the personal care home.
- Coordinates the move-in process with the resident, their representative(s)/designate(s) and staff.
- Monitors the adjustment process of new residents and provides adjustment support and intervention as needed.
- Participates, as a member of the multidisciplinary team, in on-going care planning.

- Participates in the assessment, development, and evaluation of services in response to resident needs.
- Coordinates and facilitates resident and representative/designate conferences as required.
- Provides counselling to residents and their representative(s)/designate(s).
- Mediates concerns between resident, their representative(s)/designate(s) and the care team.
- Provides case management from a holistic, resident-focused perspective.
- Makes referrals and provides information to appropriate community agencies and acts as a liaison for residents and representative(s)/designate(s) as needed.
- Provides information, assessments and advocates on behalf of residents that are under an Order of Committeeship with the Office of the Public Guardian and Trustee of Manitoba.
- Supports residents and their representative(s)/designate(s) in end of life issues and palliative care, providing counselling and facilitating discussion regarding Advance Care Planning.
- Participates in Resident/Family Council to facilitate the active involvement of residents and their representative(s)/designate(s).
- Participates in workflow activities related to Personal Care Home Standards.
- Acts as an advocate for residents to promote and to facilitate an environment that is resident-centered and consistent with the standard set by the Resident Bill of Rights.
- Provides social work services as needed to clients in transition sites.
- Maintains appropriate documentation on the residents' health record and provides information to other agencies and health professionals as required.
- Maintains confidentiality in accordance with Personal Health Information Act (PHIA) and helps maintain a high standard of appropriate confidentiality among fellow employees.
- Participates in facility and regional committee functions as required.
- Supervises Bachelors Social Work (BSW)/Masters Social Work (MSW) student field placements through arrangements between an accredited College or University and Southern Health-Santé Sud.
- Upholds, in an active manner, and incorporates the Core Values of Southern Health-Santé Sud into everyday practice.
- Pursues continuous professional development as required through the Manitoba College of Social Workers.
- Practices in accordance with the Manitoba College of Social Workers Code of Ethics.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. To be defined.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Graduate of an accredited Faculty of Social Work.
- Current registration with the Manitoba College of Social Workers.

REQUIRED KNOWLEDGE:

- Personal Care Home Standards regulation.

EXPERIENCE REQUIRED:

- One (1) year previous experience as a Social Worker in a long term care setting.
- Previous experience work within a multi-disciplinary team.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
- May work occasionally evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

SALARY SCALE:

As per MGEU Professional Technical Collective Agreement Salary Scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.