



POSITION DESCRIPTION

POSITION TITLE: Social Worker – Palliative Care **DEPARTMENT:** Palliative Care
CLASSIFICATION: Social Worker **APPROVED BY:** Regional Lead – Human Resources
UNION: MGEU Professional Technical **DATE APPROVED:** February 25, 2018

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Managers, Health Services – Seniors, Palliative Care & Cancer Care

POSITIONS SUPERVISED: None

POSITION PURPOSE

The Social Worker – Palliative Care provides consultation, clinical assessment, treatment, referral and counseling services for individuals and families living with terminal illness and subsequently dealing with grief and bereavement. The Social Worker – Palliative Care participates as a member of an interdisciplinary team providing comprehensive, people-centered care to patients and their families. The Social Worker – Palliative Care provides education to patients, families, staff and community groups as required. The Social Worker – Palliative Care participates in program evaluation as required and in research and educational programs as possible.

The incumbent exercises 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:

- Collaborates with other palliative care team members in the identification of patients and their support networks requiring social work services related to end of life journey.
- Meets with patients and families, in the patient’s home, hospital, personal care home or other facility, to assess psychosocial and supportive care needs and develops a plan of care to address those needs and to enhance, promote and maintain optimal psychosocial functioning of the patient and family.
- Provides palliative social work care to patients and families through a range of interventions, including but not limited to individual, family and small group counseling, information sharing and referral to other resources.

- Documents in the shared electronic medical record.
- Responsible for communicating effectively with patients, families and members of the health care team.
- Collaborates with, and provides clinical consultation to, other care providers (e.g. Home Care services, Cancer Care services, Seniors Consultation, Personal Care Homes) to address patient care needs.
- Responsible for the development and delivery of grief and bereavement services for individuals and groups.
- Establishes and maintains effective interpersonal relationships with patients, families and members of the care team.
- Initiates and participates in case conferences and team meetings.
- Actively maintains knowledge of programs and services available to patients and families.
- Helps patients and families access available programs and services (e.g. financial assistance, community supports etc.).
- Actively participates in the planning and delivery of educational and supportive care programs to patients, the public and other health care providers.
- Knowledgeable about national standards and guidelines of practice and committed to ensuring high quality palliative care.
- Assumes responsibility for own professional growth and development.
- Adheres to regional and organizational policies, procedures and guidelines.
- Actively participates in research related activities approved by Southern Health-Santé Sud.
- 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. Achievement of essential functions and basic duties outlined above.
2. Achievement of professional goals as documented at time of performance conversations.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Minimum of a bachelor's degree in Social Work.
- Possess, or be eligible for, licensure in the appropriate provincial licensing body.

KNOWLEDGE REQUIRED:

- Knowledge of national and provincial palliative care standards of practice.
- Knowledge of basic palliative care theory, services and resources.
- Proficiency in Microsoft Office Applications and Outlook.

EXPERIENCE REQUIRED:

- Minimum five (5) years clinical practice and experience in a health care setting.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated excellent presentation, written and verbal communication skills.
- Demonstrated ability to work effectively in a team environment.
- Demonstrated competencies in clinical skills including psychosocial assessments and counseling intervention.
- Demonstrates professional responsibility and accountability while practicing with a high degree of autonomy when providing services.
- Demonstrate Southern Health-Santé Sud Core Competencies and/or Management & Leadership competencies.
- 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.
- Will be required to make home visits as appropriate.

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.