



- 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, patient and client needs.
- Coordinates and facilitates resident and representative/designate conferences as required.
- Provides counselling to residents, patients and clients as required.
- Mediates concerns between residents, patients and clients, their representative(s)/designate(s) and the care team.
- Provides case management from a holistic, person-centered care focused perspective.
- Makes referrals and provides information to appropriate community agencies and acts as a liaison for residents, patients, clients, and their representative/designate(s) as needed.
- Provides information, assessments, and advocates on behalf of the patient, resident or client that is under an Order of Committeeship with the Office of the Public Guardian and Trustee of Manitoba.
- Supports patients, residents, and clients and their representative(s)/designate(s) in end of life issues and palliative care, providing counselling and facilitating discussion regarding Advanced 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 including required auditing processes.
- Maintains appropriate documentation on the patient, resident or client's 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.
- 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.
- 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.

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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. Successful completion of probation period.
2. Bi-annual performance appraisal.

3. Adherence to established standard practices through review of documentation and statistics.
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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Bachelor of Social Work (BSW) from a Canadian Association for Social Work Education (CASWE) accredited school/faculty, or a provincially authorized post-secondary program.
- Current registration with the Manitoba College of Social Workers.

### **KNOWLEDGE REQUIRED:**

- Knowledge and familiarity with an evidenced-based practice and continuous quality improvement environment.
- Knowledge of Personal Care Home Standards Regulation.
- Knowledge of pertinent health and social welfare systems including community resources, supports and services used by health care clients.
- Knowledge of policies, legislation, programs and issues related to area of practice.

### **EXPERIENCE REQUIRED:**

- One (1) year previous experience as a social worker in a health care setting.
- Previous experience working within a multi-disciplinary team.

### **SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated excellent communication, interpersonal, and organizational skills.
- Demonstrated ability to assist patients, residents, and clients and their representative(s) or designate(s) in respecting and resolving concerns associated with the care provided.
- Demonstrated ability to work effectively in a multidisciplinary team environment and across service sectors.
- 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.

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### **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.

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**SALARY SCALE:**

As per MGEU Professional Technical Collective Agreement Salary Scale.

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*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.*