



POSITION DESCRIPTION

POSITION TITLE: Social Worker	DEPARTMENT: Primary Care
CLASSIFICATION: Social Worker – S229	APPROVED BY: Regional Lead – Community & Continuing Care
UNION: MGEU Professional Technical	DATE APPROVED: October 30, 2017

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager, Health Services – Primary Care

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to Manager, Health Services in a matrix reporting structure and working collaboratively within the My Health Team, the Social Worker is responsible for the provision of social work services. The Social Worker applies Social Work theory, key knowledge, and critical thinking skills to identify areas of concern, and works collaboratively with all staff to implement appropriate interventions to meet the psychosocial needs of all clients.

The Social Worker in-provides clinical assessment, treatment planning, psychosocial counseling, and service navigation, and/or case management services. The incumbent also provides education to assist clients to achieve optimal health outcomes. The Social Worker actively participates in program and community development, which supports and enhances service/care delivery. As well, the incumbent shares responsibility in planning and implementing clinical social worker experiences to the Family Practice Medicine Residency Program.

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:

- Demonstrated ability to provide standard Social Work service including assessments and consultation, case management, psychosocial counselling, resource counselling, crisis

intervention, and referral to individuals, families, and groups utilizing a range of psychosocial interventions from a holistic, person-centered care focused perspective.

- Provides social work services as needed to clients in the partner and satellite clinics.
- Provides patient navigation around information, assessment, and referrals to appropriate resources, and support to individuals in transition or on wait lists.
- Participates as a member of the team, in on-going care planning to interpret social, psychological, emotional, and family problems to the team.
- Assists clients, families, and colleagues in respecting and resolving ethical concerns associated with health care practices and illness.
- Engages in, plans, and implements health promotion and education activities.
- Coordinates and facilitates resident and representative/designate conferences as required.
- 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.
- 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 or client that is under an Order of Commitment with the Office of the Public Guardian and Trustee of Manitoba.
- 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. Successful completion of probation.
2. Biennial performance appraisal.
3. Adherence to established standard practices through review of documentation and statistics.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Bachelor Degree in Social Work (BSW) from a Canadian Association for Social Work Education (CASWE) accredited school/faculty, or a provincially authorized post-secondary program, or the approved equivalent if internationally educated.
- Registration with the Manitoba College of Social Workers.

KNOWLEDGE REQUIRED:

- Familiarity with Manitoba College of Social Workers Standards of Practice and Ethical Guidelines.
- Familiarity with an evidenced-based practice and continuous quality improvement environment.
- Knowledge of health and social welfare systems including community resources, supports and services used by health care clients.
- Knowledge and understanding of cultural and spiritual sensitivity.
- Knowledge of ages/stages of life cycles, health and aging process, loss, loneliness, and grief.
- Understanding of right to choice/life/death issues, providing support and advice to patients/ clients and families.
- Knowledge of policies, legislation, programs and issues related to area of practice.
- Knowledge of the impact of acute/chronic health issues on clients/families.
- Knowledge of Social Work practices in a community-based health care setting.

EXPERIENCE REQUIRED:

- Two (2) years of recent and relevant health care experience in the last five years is preferred.
- Previous experience working within a multi-disciplinary team.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated excellent communication, interpersonal, and organizational skills.
- Demonstrated ability to provide full Psychosocial Assessment including diagnostic impression, as well as evidence-informed counselling interventions.
- Demonstrated ability to work in a culturally informed manner within a range of cultures.
- Demonstrated ability to assist clients, families and colleagues in respecting and resolving ethical concerns associated with health care practices and illness.
- Demonstrated ability to promote health and provide health education.
- Demonstrated commitment to the profession of Social Work and the Canadian Association of Social Work (CASW) Code of Ethics and the Manitoba College of Social Workers Standards of Practice.
- 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.