

WINNIPEG REGIONAL HEALTH AUTHORITY POSITION DESCRIPTION (Non-Management)

INCUMBENT:

DATE: December 23, 2013

POSITION TITLE: SOCIAL WORKER (MSW)

JOB CODE: 30000258

UNION: MAHCP

DEPARTMENT: BREAST HEALTH CENTRE

SUPERVISOR'S TITLE: Program Director

SUPERVISORY RESPONSIBILITIES: () None

Number

Titles of those supervised

EDUCATION:

- Master's Degree in Social Work (MSW) 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.

SPECIAL TRAINING:

EXPERIENCE:

- Two years recent and relevant experience preferred.
- Experience working with Oncology patients preferred.

OTHER:

- Ability to establish and maintain good interpersonal relationships.
- Must have effective written and verbal communication skills.
- Ability to work cooperatively with other disciplines and demonstrate professional judgment and initiative.
- Willingness to adapt to new concepts, techniques and best practices in the academic and clinical fields of healthcare.
- Understanding of health and social welfare systems.
- Ability to practice independently and with minimum supervision.
- Demonstrated strong commitment to the profession of social work and the Canadian Association of Social Work (CASW) Code of Ethics and the Manitoba Institute of Registered Social Workers (MIRSW) Standards of Practice.
- Must be organized in the workplace and determine clear priorities.

- Computer literacy.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Must be in good physical and mental health.
- May encounter aggressive and/or agitated patient/visitors/staff.
- May be exposed to infectious diseases, blood and body fluids, toxic materials, noise, allergens, physical and emotional stress.
- May be required to work evenings or weekends.
- May be required to occasionally work extended hours.

LICENCES, REGISTRATIONS:

- Must be registered with Manitoba Institute of Registered Social Workers (MIRSW).
- May be required to hold a valid Manitoba driver's license and have access to a reliable vehicle.
- Cardiopulmonary Resuscitation (CPR) Training requirements for this position shall be in accordance with the WRHA policy.

MAIN FUNCTION:

While demonstrating a commitment to the Mission, Values, and Management Philosophy of the WRHA Breast Health Strategy, the Social Worker is responsible for providing skilled professional services to well women at risk, women with breast disease, their families and community; assisting in patients to adapt to the social and/or emotional impact of breast disease; identifying and contacting community resources and services for financial, life planning, housing, transportation and employment as required by the patient; mobilizing the patient's own adaptive capabilities and coping skills needed in time of crises and functioning as an advocate for patient empowerment, as well as liaison with program partners to ensure continuity of care.

Participating as a member of the healthcare team and interpreting social, psychological, emotional and family problems to the team; maintaining excellent working relationships with team members and participating in team planning and problem solving; performing a variety of administrative functions as required by the department. May be requested to assist in providing instruction to students and new staff.

PATIENT CARE

- Provides patient services based on current literature and research findings, sound psychosocial theory, Canadian Association of Social Work Code of Ethics, MIRSW Standards of Practice, relevant Federal and Provincial legislation, and remains current about social and health resources.
- Identifies patients requiring social work services through direct contact with patients at the breast health centre, through referrals from team members or through case finding and determines priority according to high risk indicators appropriate to the patient population.
- Contracts for social work services with identified patients/family and obtain consent for additional collateral contacts.
- Collects data appropriate for bio psychosocial assessment; uses all appropriate sources to gain required pertinent information on patient's personal, social and emotional situation;

obtains multiple perspectives and critically evaluates the issues that the patient experiences.

- Prepares a bio psychosocial assessment; organizes data in a logical and comprehensive manner and formulates according to existing guidelines; ensures that the assessment reflects the application of relevant psychosocial theory and integrates a number of theories.
- Develops a plan for social work intervention with the patient, family, and team designed to improve or resolve issues identified in the assessment; ensures that the plan is specific and measurable and is supported by relevant theory and one in which can be reasonably implemented by the patient in a timely manner.
- Implements planned interventions that could include: crisis intervention; adjustment and supportive clinical interventions; resource management or referral and follow-up as indicated.
- Evaluates the effectiveness of interventions; observes and documents the outcome of interventions on the relevant healthcare record; analyzes the effectiveness of own practice and uses this insight to modify future interventions.
- Practices independently and consults on a regular basis for complex cases.
- Performs duties on an emergency basis if required.
- Provides direction and leadership in transition planning and move to the next level of care for patients and families.
- Provides consultation to members of facility staff, community agencies and other persons or groups seeking guidance in efforts to work with specific patients and or patient problems.
- Participates on healthcare teams; understands the role of social work within a multidisciplinary team, and develops and maintains effective working relationships with team members.
- Attends and facilitates family conferences, rounds, conferences, team meetings and service coordination meetings; interprets social and family information to team members; ensures patient and family are included in team decisions; advocates for patient and family when necessary.
- Charts on the relevant healthcare record according to hospital or program guidelines, social work standards and legal requirements; completes records in a timely fashion and ensures that records are factual, legible, attributable and comprehensive.
- Advocates for, assists in developing, or establishing resources to meet patient needs when gaps in service exist; identifies gaps in service and utilizes system theories to problem solve; involves appropriate persons within systems to problem solve and act.

EDUCATION

- Provides orientation and education to colleagues, groups and students associated with other professions, using a primary focus of implications of illness, injuries and psychosocial issues on patients, families and communities, as well as the role and function of social work.

QUALITY

- Adheres to MIRSW Standards of Practice and CASW Code of Ethics and applicable legislation.
- Uses research based best-practice information to guide patient care.
- Participates in clinical and administrative supervision as agreed upon with Director.
- Provides input into performance appraisals as requested.
- Participates in quality improvement activities and maintains quality improvement in all aspects of patient care.
- Records accurate statistical workload data in a timely manner and according to department and professional standards.
- Provides consultation to peers within area of expertise.
- Initiates requests for consultation of difficult case situations with Director.
- Informs Director of political, social, legal sensitive case situations.
- Identifies practice issues that require formation or revisions of policy and/or guidelines.
- Seeks to improve processes within scope of responsibility.
- Applies infection control routine practices.
- Reports issues of competency to Director.

PROFESSIONAL DEVELOPMENT

- Maintains clinical competency by taking initiative and responsibility for own professional development; develops annual learning goals in consultation with the Director.
- Applies new information to practice.
- Completes specified number of hours annually as per MIRSW requirements.
- Contributes to the continuing professional education of peers and colleagues.
- Carries out critical self-evaluation and sets learning goals on an annual basis.

RESEARCH

- Supports the generation of new professional knowledge by identifying potential research topics.

INTERPROFESSIONAL PRACTICE

- Ability to seek out, integrate and value as a partner, the input and ongoing involvement of each patient/resident/family/community when designing and implementing care and services.
- Ability to differentiate among one's own role and the roles of other health providers to appropriately establish and achieve patient/resident/family/community goals.
- Ability to apply the principles of cultural proficiency, team dynamics and group processes to enable quality patient care and effective interprofessional collaboration to emerge in everyday practice.
- Ability to apply leadership principles that support a collaborative practice model including shared decision-making and accountability for one's own actions.
- Ability to consistently communicate in a respectful, responsive, and responsible person-centered manner.
- Ability to engage self and others, including the patient/resident/family/community in a positive manner to constructively address disagreements as they arise.

- Ability to engage in relationships with care, dignity and respect regardless of race, ethnicity, culture, ability or language proficiency.

OTHER

- Complies with Policies and Procedures of the WRHA and site.
- Maintains patient confidentiality according to the Personal Health Information Act (PHIA).
- Abides by Code of Ethics and Standards of the CAMRT and follows Canada Safety Code 20A.
- Participates in orientation of new staff, students and volunteers.
- Participates in ongoing quality assurance and accreditation.
- Reports concerns or incidents to the Program Director.
- Maintains responsibility for personal and patient safety at all times.
- Contributes to a safe work environment and culture of safety.
- Maintains knowledge of emergency procedures and acts upon them when necessary.
- Reports any hazardous conditions and takes action to address when appropriate.
- Adheres to all workplace health and safety regulations, policies and safe work practices.
- Completes all mandatory safety education sessions and recertification (e.g. CPR, Workplace Hazardous Materials Information System (WHMIS), Routine Practices).
- Ensures the safety and rights of individuals and families in high-risk situations by adhering to legislation, policy, protocol and guidelines.
- Complies with workload measurement requirements in a timely manner.
- Attends staff meetings and social work profession meetings; participates on standing or special committees of the facility, program or profession.
- Participates in community health and social organizations as related to the interests of patients and the facility, and as agreed upon with the Director, and provides education on topics within social work scope of practice.
- Prepares necessary reports and correspondence as required in appropriate format.
- Participates in program and professional service planning and establishes goals and objectives.
- May be required to perform other duties and functions

INCUMBENTS' SIGNATURES

DIRECTOR'S SIGNATURE