

POSITION DESCRIPTION

1. IDENTIFYING INFORMATION

Department: Psychosocial Oncology Program, Patient and Family Support Services	Working Title: Psychosocial Oncology Clinician II
Branch: St. Boniface/MacCharlesUnits	Incumbent's Name:
EFT No.: Full-time, Permanent (In Scope)	Supervisor's Name: Elizabeth Payne
Present Classification of Position: Social Worker IIB	Lorena Gerl
Equivalent Alternate Titles: Social Worker, Clinical Counsellor	Supervisor's EFT No.: 1.0
	Supervisor's Title: Supportive Care Coordinator, Community Oncology Program
	Program Leader, Patient & Family Support Services

2. POSITION SUMMARY

Summarize the overall purpose of the position. (This should be a one or two sentence capsule of the position's primary purpose or reason for being.)

Under the direction of the Supportive Care Coordinator, Community Oncology Program, the PSO Clinician II will provide psychosocial consultation, clinical assessment, clinical intervention and counselling services to patients and families at either or both CCMB sites. Will also actively participate in Departmental education and research programs. Expected to adopt the interdisciplinary model which defines the Department and participate in a manner that embraces and supports this model.

3. POSITION DUTIES AND RESPONSIBILITIES

<i>List in order of importance the major responsibilities of the position. For each responsibility, describe what is done, why it is done and how it is done. (Attach an additional sheet if required.)</i>	<i>State magnitude (% of time, frequency of occurrence, site, etc.)</i>
1. Provides psychosocial assessment and counselling of patients and families. <ul style="list-style-type: none"> a. Assist with the identification of patients requiring psychosocial services through individual discussions or participation in case conferences. b. Meets with patients, families and others to assess 	1. 70%

<p>psychosocial needs.</p> <ul style="list-style-type: none"> c. Develops, in conjunction with patients, families and others as required, a treatment intervention plan which will address identified needs and enhance, promote and maintain the optimal level of psychosocial functioning of the patient and family through whatever methods, techniques and strategies are appropriate. d. Provide individual, couple, family and group counselling, information, and referral as required and consistent with plan. e. Maintains appropriate written and verbal documentation of services provided, and regularly collaborates and communicates with other health care providers. f. Provides consultation to other health care providers on the psychosocial, environmental and cultural factors affecting oncology care. g. Will advocate on behalf of the patient/family for access to care and services both within and outside the organization. h. Maintains knowledge and awareness of currently available resources for cancer patients and their families. i. Will assist and support the patient/family indirectly through discussion/consultation with the primary care providers. 	
<p>2. Actively participates in the planning, execution and delivery of educational, research and community engagement programs:</p> <ul style="list-style-type: none"> a. Generates educational and research program ideas. b. Independently plans and delivers educational programs to patients, the public and other health care providers. c. Assumes direct supervisory responsibilities for appropriate level of student instruction. d. Consults with community groups within areas of expertise. e. Actively participates in the identification of unmet needs and gaps in services to cancer patients and their families. 	<p>2. 20%</p>
<p>3. Participates in Department and CCMB programs.</p> <ul style="list-style-type: none"> a. Regularly attend Department meetings, participate in Department programs, and on Department committees. b. Participates in CCMB programs and committees. 	<p>3. 5%</p>
<p>4. Maintains current knowledge in areas of clinical interest and expertise.</p>	<p>4. 5%</p>

4. SUPERVISORY RESPONSIBILITIES

Identify the supervisory responsibilities of the position (if any) by putting an X next to the appropriate item. No. of people directly supervised_0_____

- | | | |
|---|--|--|
| <input type="checkbox"/> no supervisory responsibilities | <input checked="" type="checkbox"/> collaborate in establishing quality and quantity standards | <input type="checkbox"/> formally recommend changes in number and class of positions |
| <input checked="" type="checkbox"/> show colleagues how to do tasks | <input checked="" type="checkbox"/> collaborate in ensuring quality and quantity standards are met | <input type="checkbox"/> interview employees with attendance or performance problems |
| <input type="checkbox"/> give advice and guidance on work procedures | <input type="checkbox"/> discuss employees' work performance with subordinate supervisors | <input type="checkbox"/> give opinions on candidates for vacant positions |
| <input type="checkbox"/> establish work priorities and schedules | <input type="checkbox"/> provide input to Supervisor on work performance of colleagues | <input type="checkbox"/> interview candidates for vacant positions and give opinions regarding selection of new team members |
| <input type="checkbox"/> allocate staff to meet short-term work requirements | <input type="checkbox"/> recommend disciplinary action to my superiors | <input type="checkbox"/> other (specify): |
| <input type="checkbox"/> may assign work to ensure continuity of work flow to Clinical/Research Associates. | <input type="checkbox"/> formally recommend disciplinary action | |

5. SUPERVISION RECEIVED

What kind of supervision, instruction or direction does the incumbent receive?

This is an independent practitioner level position. It is expected that consultation will be sought from the Supportive Care Coordinator, Community Oncology Program, and Program Leader, Patient & Family Support Services and colleagues and peers when required.

6. ORGANIZATIONAL REPORTING STRUCTURE

Accountable to the Supportive Care Coordinator, Community Oncology Program and the Program Leader, Patient & Family Support Services.

7. SCOPE FOR INDEPENDENT ACTION

This is a basic independent clinical practitioner position. The incumbent should be aware of their clinical and research limits and seek appropriate consultation with the Supervisor and colleagues as required. Some limitations may be applied as, and if, required due to the incumbent's level of training and experience.

8. QUALIFICATIONS

1. Masters in social work, clinical counselling or associated disciplines
2. A clinical internship/field placement from an accredited program
3. Minimal three years of clinical counseling/consultation experience
4. *An equivalent combination of training and experience with above may be considered*
5. Registration by an appropriate licensing body
6. Strong interpersonal and written communication skills
7. Strong problem solving, critical thinking, organizational skills
8. Proficiency with MS Word/ /PPT/Outlook or equivalents

9. Ability to travel between sites

9. OTHER COMMENTS

Provide any additional information which would be useful in obtaining a proper appreciation of the scope and complexity of the job.

10. CERTIFICATIONS

I have read the foregoing and understand it is a description of the duties assigned to my position.

Employee

Date

We certify that this is an accurate description of the responsibilities required of the position and that it forms the basis for the position classification level and the performance appraisal of the incumbent. The incumbent has received a copy of this position description.

Supportive Care Coordinator,
Community Oncology Program

Date

Program Leader,
Patient & Family Support Services

Date

Revised April 22/16, February 28, 2018, June, 2018