



Churchill  
Health  
Centre

**CHURCHILL HEALTH CENTRE  
POSITION DESCRIPTION (Non-Management)**

**DATE:** April 1, 2015

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**POSITION TITLE:** SOCIAL WORKER (BSW)

**JOB CODE:** 30002240  
**UNION:** MGEU

**DEPARTMENT:**

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**SUPERVISOR'S TITLE:** Manager

**SUPERVISORY RESPONSIBILITIES:** ( ) None  
Number Titles of those supervised

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**EDUCATION:**

- Bachelor's 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.

**SPECIAL TRAINING:**

**EXPERIENCE:**

- Two years recent and relevant experience 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 College of Social Workers 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 client/visitors/staff.
- May be exposed to infectious diseases, blood and body fluids, toxic materials, noise, allergens, physical and emotional stress.
- May be occasionally required to work extended hours.
- May be required to work a variety of shifts including but not limited to days, evenings, and weekends.

#### **LICENCES, REGISTRATIONS:**

- Must be registered with Manitoba College of Social Workers.
- 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.

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#### **MAIN FUNCTION: (In Order of Importance):**

Under the direction of the Manager, the incumbent is responsible for:

1. Providing professional, skilled psychosocial assessment and interventions to individuals, families and groups; providing a range of psychosocial interventions that are aimed at assisting clients, families and groups cope with and adapt to health related issues, using the healthcare system and other social systems effectively and efficiently; demonstrating leadership in assisting the healthcare team complete transitions; relieving co-workers due to illness, vacation, and professional development.
2. 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.

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#### **ILLUSTRATIVE EXAMPLES OF ACTIVITIES OF POSITION:**

##### **CLIENT CARE (90%)**

Provides client services based on current literature and research findings, sound psychosocial theory, Canadian Association of Social Work Code of Ethics, Manitoba College of Social

Workers Standards of Practice, relevant Federal and Provincial legislation, and remains current about social and health resources.

- identifies clients requiring social work services through referrals from team members or through case finding and determines priority according to high risk indicators appropriate to the client population.
- contracts for social work services with identified clients/family and obtains consent for additional collateral contacts.
- collects data appropriate for bio psychosocial assessment; uses all appropriate sources to gain required pertinent information on client's personal, social and emotional situation; obtains multiple perspectives and critically evaluates the issues that the client 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 client, 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 client 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 clients and families.
- provides consultation to members of facility staff, community agencies and other persons or groups seeking guidance in efforts to work with specific clients and or client 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

client and family are included in team decisions; advocates for client 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 client 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 (CLIENT, STAFF, STUDENTS, ETC.) (2%)**

- 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 clients, families and communities, as well as the role and function of social work.

### **QUALITY (4%)**

- adheres to Manitoba College of Social Workers Standards of Practice and CASW Code of Ethics and applicable legislation.
- uses research based best-practice information to guide client care.
- participates in clinical and administrative supervision as agreed upon with Manager.
- provides input into performance appraisals as requested.
- participates in quality improvement activities and maintains quality improvement in all aspects of client 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 Manager.
- informs Manager 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 Manager.

### **PROFESSIONAL DEVELOPMENT (1-2%)**

- maintains clinical competency by taking initiative and responsibility for own professional development; develops annual learning goals in consultation with the Manager.
- applies new information to practice.
- completes specified number of hours annually as per Manitoba College of Social Workers 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 (0-1%)**

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

### **SAFETY (ONGOING)**

- maintains responsibility for personal and client 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 recertifications (e.g. CPR, Workplace Hazardous Materials Information System (WHMIS), Routine Practices).
- reports any untoward incidents to the Manager.
- ensures the safety and rights of individuals and families in high-risk situations by adhering to legislation, policy, protocol and guidelines.

### **INTERPROFESSIONAL PRACTICE**

- seeks out, integrates and values as a partner, the input and ongoing involvement of each patient/client/resident/family/community when designing and implementing care and services.
- understands one's own role and the roles of other health providers to appropriately establish and achieve patient/client/resident/family/community goals.
- applies the principles of cultural proficiency, team dynamics and group processes to enable quality patient care and effective interprofessional collaboration to emerge in everyday practice.
- applies leadership principles that support a collaborative practice model including shared decision-making and accountability for one's own actions.
- consistently communicates in a respectful, responsive, and responsible person-centered manner.
- engages self and others, including the patient/client/resident/family/community in a positive manner to constructively address disagreements as they arise.
- engages in relationships with care, dignity and respect regardless of race, ethnicity, culture, ability or language proficiency.

#### **OTHER (1-2%)**

- 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 clients and the facility, and as agreed upon with the Manager, 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 related to this job description not exceeding above stated skills and capabilities.

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**INCUMBENTS' SIGNATURES**

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**MANAGER'S SIGNATURE**