



<b>Title of Position:</b> <b>Social Worker (BSW)</b>	PAGE 1 OF	
	DATE OF ORIGINAL: August, 1980	
	Authorization:	
<b>Department:</b> <b>Social Work</b>	DATE REVIEWED	
	REVISIONS	AUTHORIZATION
<b>Supervisory Responsibilities:</b> <b>Titles Supervised:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	November 1996	
	April 1999	
	March 2005	
	February 2011	
<b>Reports to:</b> <b>Manager, Bed Utilization / Social Work</b>		
<b>Hour Base:</b> <b>1950</b>	Classification Code	Union Affiliation
	S266	MAHCP
	SAP Job Code	
	30003518	

### PURPOSE OF POSITION

To support Concordia's vision, mission and values to be an excellent community hospital/facility. To provide care/services to all patients, residents, staff and community members with compassion and respect. To promote a culture of excellence through actions, behaviors and attitudes consistent with the Concordia Way. To demonstrate a commitment to the vision, values, goals, and objectives of Unit, Concordia, and WRHA.

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 health care system and other social systems effectively and efficiently; demonstrating leadership in assisting the health care team to complete discharge; relieving co-workers due to illness, vacation, and professional development.
2. Participating as a member of the health care 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.

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## STATEMENT OF QUALIFICATIONS

### **Education**

- Bachelor's Degree in Social Work (BSW) from a Canadian Association of Schools of Social Work (CASSW) accredited school/faculty, or the approved equivalent if internationally educated.

### **Experience**

- Two years recent and relevant experience preferred

### **Occupational Certification**

- Must be registered with the Manitoba College of Social Workers and a member of Manitoba Association 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 WRHA policy #20.40.210.

### **Abilities and Skills:**

- 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 judgement and initiative.
- Willingness to adapt to new concepts, techniques and best practices in the academic and clinical fields of health care.
- 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 Manitoba Association of Social Work (MASW/Manitoba College of Social Workers) Standards of Practice.
- Must be organized in the workplace and determine clear priorities.
- Computer literacy

## STATEMENT OF RESPONSIBILITIES

### **Duties and Responsibilities:**

1. Consistently demonstrates the Concordia Way by:

- Committing to the pursuit of excellence.
- Supporting one another, nurturing and being friendly
- Approaching things in the spirit of learning how to improve
- Being mutually responsible for making things better
- Treating each other with respect, caring and compassion.

### **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 Association of Social Work Standards of Practice and keeps updated on 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.
- implements planned interventions that could include: crisis intervention; adjustment and supportive clinical interventions; resource management or referral.
- evaluates the effectiveness of interventions; observes and documents the outcome of interventions on the medical 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 discharge planning and transition 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 health care teams; understands the role of social work within a multidisciplinary team, and develops and maintains effective working relationships with team members.
- attends rounds, conferences and team 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 medical record according to hospital 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 MASW Standards of Practice and CASW Code of Ethics.
- uses research based best-practice information to guide client care.
- participates in clinical 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 social work manager.

- applies new information to practice.
- completes specified number of hours annually as per the 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.

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

- complies with workload measurement requirements.
- attends staff meetings and social work profession meetings; participates on standing or special committees of the 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.

## POSITION ELEMENTS

### **Environmental Conditions: (Accountability)**

- May be required to work extended hours.
- May involve exposure to disease, radiation, toxic materials, noise, allergens, and physical / emotional stress etc.
- May encounter aggressive and/or agitated individuals.
- Must be in good physical and mental health.
- May be required to work a variety of shifts including weekends.

### **Impact of Error: (Compassion & Respect)**

- Inappropriate/insensitive communication, action or poor judgment may adversely affect patient/resident care, staff, or negatively impact the hospital/facility's reputation.
- Non-adherence to hospital/facility policies, procedures, protocols and guidelines may cause harm individual's equipment or property

### **Working Relationships: (Teamwork)**

- Directly responsible to the Manager. Collaborates with other managers, physicians and members of the health care team within the facility and the community to support quality care and service delivery.

### **Authority: (Accountability)**

- The Social Worker carries out professional activities in a self-directed, responsible manner that reflects legal, ethical, and practice standards.

## ACKNOWLEDGEMENT AND SIGNATURES

This job description provides an overview of the qualifications, occupational certification, knowledge, abilities and skills required for this position. It outlines performance expectations as they relate to the job and the Concordia Way. Your performance will be evaluated on an ongoing basis with respect to the identified performance expectations.

I have read and understand the expectations of this position.

Signature of Employee:

Signature of Manager:

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Date reviewed: \_\_\_\_\_

### **Reminders:**

- Ensure a copy is placed on employee file.
- Review again with employee prior to completion of the probationary period, set appointment now.
- Use this document as a reference when completing a Performance Appraisal, set appointment now i.e. month year