

## Position Description

<b>Position Title:</b> Social Worker (BSW)	<b>Page 1 of 4</b>			
<b>Department:</b> Allied Health – Social Work				
<b>Supervisor Position Title:</b> Manager of Allied Health and Day Hospital				
<b>SAP Job Code:</b> 30004225	<b>Union/Related Code:</b> 2351-MAHCP-WCHREOMay	<b>Annual Hours:</b> 2015		
<b>REVIEW SUMMARY</b>				
<b>Date of Original:</b> Unknown	<b>Original Authorization:</b> Unknown			
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March 2013		Carrie Fruehm, Manager Allied Health		
May 19, 2016		Andrea Meakin, Manager, Allied Health		
January 16, 2017		Stacie Karlowsky, Manager, Allied Health and Day Hospital		

### STATEMENT OF QUALIFICATIONS

- Bachelor's Degree in Social Work (BSW) from a Canadian Association for Social Work Education (CASSE) accredited school/faculty, or a Provincially authorized post-secondary program, or the approved equivalent if internationally educated.
- Two years recent and relevant experience preferred.
- Must be registered with Manitoba College of Social Workers.
- Cardiopulmonary Resuscitation (CPR) Training requirements for this position shall be in accordance with the WRHA policy.
- 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 (MCSW) Standards of Practice.
- Ability to express ideas and thoughts in English both verbally and in written format and to select appropriate communication methods pertinent to the situation.
- Ability to listen and comprehend effectively.
- Ability to establish and maintain positive interpersonal relationships with patients/residents, family members and coworkers.
- Ability to work cooperatively with other disciplines.
- Demonstrated professional judgment and initiative.
- Knowledge of the physical, social, cultural and economic aspects of client care.
- Demonstrated effective organizational, interpersonal, critical thinking, clinical reasoning, conflict resolution and decision-making skills.
- Ability to adapt to new concepts, techniques and best practice in the academic and clinical fields of health care knowledge.
- Knowledge and understanding of evidence informed and evidence based practice.
- Working knowledge of research.
- Ability to perform both independently and as a team member.
- Ability to critically evaluate and apply relevant knowledge to practice.
- Ability to function in a demanding and stressful environment.

- Ability to support and implement change.
- Demonstrated commitment to continued professional development.
- Ability to maintain confidentiality.
- Ability to work safely without injury to self, to patients/residents, or to other staff.

## **PURPOSE OF POSITION**

Under the general direction of the Allied Health Manager and Patient Care 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 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.

## **STATEMENT OF RESPONSIBILITIES**

### **Position Specific Responsibilities**

#### **CLIENT CARE**

Under the general supervision of the manager (or designate) the Social Worker provides client services based on current literature and research findings, sound psychosocial theory, Canadian Association of Social Work (CASW) Code of Ethics, Manitoba College of Social Workers Standards of Practice and keeps 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.
- 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.)**

- participates or assists with the clinical education of social work students and evaluates their performance.
- provides education (individual or group teaching) to members of the health care team.
- 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.
- participates in the orientation of new staff.

#### **QUALITY**

- adheres to Manitoba College of Social Workers 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**

- 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 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, participates and/or initiates approved research, clinical studies and program evaluations.

#### **SAFETY**

- 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 or equipment and takes action to address when appropriate.

- monitors equipment and supply needs.
- makes recommendations re: new and replacement equipment and supplies.
- adheres to all workplace health and safety regulations, policies and safe work practices.
- completes all mandatory safety education sessions and recertifications (e.g. CPR, WHMIS, Routine Practices.)
- reports any untoward incident to the manager.

#### **OTHER**

- participates in department, facility and/or regional committees as assigned.
- attends and participates in all departmental or program meetings and inservices.
- may be required to participate in interviews for prospective staff members.
- may be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.
- Maintains current knowledge of Disaster Plans and appropriate response to Emergency Codes (Emergency Public Address Announcements).
- Promotes achievement/maintenance of a clean and safe work environment.
- Utilizes routine practices (universal precautions).
- Uses equipment and materials safely and efficiently.
- Identifies and reports hazards in accordance with established guidelines.
- Handles hazardous and infectious waste properly.
- Meets attendance and punctuality guidelines and follows established policies if unable to report to work.

**It is understood that the duties and responsibilities contained in this Position Description are representative of those necessary to carry out the functions of the position however they do not limit the incumbent from performing other related duties.**