



DATE: April 2008

SAP Position No.: SMH 028 (SAP#50037793)

Department: Health

Working Title: **Social Worker**

Job code: 30536648

Union: MAHCP

Branch/Division: Health and Healthy Living/Selkirk Mental Health Centre

Incumbent's Name: Vacant

Supervisor's Name: V. Yaskiw

Current Classification of Position: Social Worker 4 (WS4)

Supervisor's SAP Position No.: SMH022 (SAP#50037559)

Supervisor's Title: Coordinator of Patient Services

### **POSITION SUMMARY**

Functions as an active member of the Geriatric Treatment Team.

Implements the process of direct patient care and services utilizing the Psychosocial Rehabilitation Philosophy and in accordance with professional guidelines, recognized standards of practice, prescribed regulations and established policies and procedures. May be assigned to any patient care area. It is desirable that the incumbent holds and maintains a current registration with the Manitoba Institute of Registered Social Workers (M.I.R.S.W.)

### **POSITION DUTIES AND RESPONSIBILITIES**

Under the leadership of the Coordinator of Patient Services and governed by Social Work professional guidelines the incumbent works within the organizational goals of Selkirk Mental Health Centre and in collaboration with the interdisciplinary team to provide:

**I. Assessment** – Gathering of information which is required to understand those social circumstances which contributed to the need for admission. This is gathered during patient interviews, interviewing accompanying significant other/personnel from other facilities, obtaining information from Community Mental Health Services, where appropriate and arranging to interview significant others within the community.

**II. Provision of Practical Assistance**

- a) Ensures the patient is afforded his/her rights to financial assistance.
- b) Personal Belongings – ensure that patient's personal belongings have been safeguarded and they have adequate clothing for their stay in hospital.
- c) Ensures Protection of household belongings – Appropriate security arranged via Trustee's Office, family, neighbours, etc. If necessary, worker advises the treating physician regarding a need for immediate administration by the Public Trustee.

- d) Legal concerns are identified and if necessary, linkage with Legal Aid or Public Trustee Lawyers is initiated.
- e) Patients' Rights – inform family members of the rights of patients admitted to Selkirk Mental Health Centre.

### **III. Counselling (Building Support Systems)**

- a) Contacts family and/or significant others for the purpose of obtaining a social history. The social history includes information expanded upon from the initial social data base of economic and legal history, family and other social relationships, employment and educational concerns, history of past living environment, etc.
- b) Ongoing contact with these interested parties is maintained throughout patient's hospitalization.
- c) Provides therapeutic services to both parties to better prepare for the patient's return to the community.
- d) Provides support and understanding to the families and to assist them in learning to cope.
- e) Provides guidance, counselling, and linkages to appropriate community health and social services.
- f) Initiates and maintains contact with the wider circle of the patient's social environment. Facilitates cooperation of social support network.
- g) Assesses any significant impact on the patient's social adjustment.

### **IV. Participates in the Development and Implementation of Patient Treatment Planning**

- a) Attends and actively participates in patient kardexes and case conferences.
- b) Collaborates, consults and communicates with other members of the treatment team.
- c) Collaborates with patient and family (given patient consent) regarding their social situation, rehabilitation, goals, needs, etc. Facilitates linkages with the community, family and treatment team.
- d) Maintains a liaison with appropriate community resources (for example, but not limited to, Employment and Income Assistance, Public Trustee, Manitoba Review Board (Criminal Code) and Community Health Worker).
- e) Provides education, support and consultation to patient, family/significant other, community partners and receiving environment. May conduct group teaching activities involving a number of patients.

### **V. Discharge Planning**

- a) Completes social assessment of patient's present level of functioning (utilizing team assessment tools, level of care forms, etc.)
- b) Collaborates with patient and treatment team based on patient identified goals and available and viable community placements.
- c) Informs and involves family and significant others where appropriate (Employment and Income Assistance, Manitoba Review Board (Criminal Code), Community Mental Health Services) regarding discharge plans.
- d) Participates with the team in ensuring patient goals are considered in discharge planning.

- e) Completes referrals and presentations via interviews to the appropriate community resources (for example, but not limited to, Sara Riel, Community Rehabilitation Services, Community Mental Health Services, Personal Care Homes, Home Care, etc.)
- f) Facilitates patient rehabilitation or patient teaching programs. Various group education programs may be conducted.

## **VI. Discharge Process**

- a) Arranges pre-placement visits.
- b) Arranges transportation.
- c) Arranges finances.
- d) Arranges delivery of personal belongings.
- e) Arranges and participates in follow-up (including but not limited to, home visits, case conferences and post discharge outreach.)

## **VII. Recording**

- a) Documents the effectiveness of all activities for the patient as outlined in the patient treatment plan.

## **VIII. Public Relations and Education**

Collaborates, cooperates and consults in such activities as:

- a) Joint interviews with other members of the treatment team (physicians, occupational therapist, nurses and psychologists)
- b) Joint interviews with community resources (Legal Aid, Ombudsman, Mental Health Review Board, Vocational Rehabilitation Counsellors, Community Mental Health Services, Manitoba Review Board (Criminal Code), etc.
- c) Facilitates and assists student groups (nursing, social work, psychology, pastoral, clinical records) or professional groups (nursing, social work, Ombudsman, Public Trustee).
- d) Patient/family/community education.
- e) Conducts group programs for patients and others.

## **IX. Committee and Task Team Involvement:**

- a) Social Work Advisory Committee (SWAC) – including selection and recruitment of social work candidates.
- b) Discipline Quality Assurance (Continuous Improvement)
- c) Program meetings
- d) C.D.A.C.C. (Clinical Discipline Advisory Coordinating Committee) - chair of S.W.A.C. only
- e) Other Committees as assigned

## **X. Additional Responsibilities as Assigned**

- a) Accreditation preparation
- b) Income Tax preparation with patients
- c) Patient Needs surveys

- d) Program Policy and Program Procedure Manual updates
- e) Community Liaison Protocol
- f) Rotating Chair for Social Work Advisory Committee
- g) Field Instructors (University of Manitoba Social Work Students)
- h) Elections
- i) Providing vacation and sick leave coverage
- j) Maintains ongoing professional development
- k) Statistics
- l) Provide Social Work input into development of centre wide groups teaching program development

### **SUPERVISORY RESPONSIBILITIES**

Describe the supervisory responsibilities of the position (if any) by putting X in front of the appropriate statement.

Number of people directly supervised is: 0

Establishes quality and quantity standards

Formally recommend changes in number & class of positions

Provides orientation to staff and students as appropriate

Ensure quality and quantity standards are met

Interview employees with attendance or performance problems

Provides advice and guidance on work procedures

Discuss employee's work performance with subordinate supervisors

Give an opinion to my supervisor in selection of new employees

Establish work priorities and schedules

Discuss work performance of subordinates with my supervisor

Interview candidates for vacant positions in the program

Assigns work to ensure continuity of work flow

With Program Manager, allocate staff to meet short-term fluctuations in work

Recommend disciplinary action to my superiors

Formally recommend disciplinary action

Other (specify):

**SUPERVISION RECEIVED**

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

Receives general direction from the C.P.S. and Program Manager on administrative and program issues. Peer supervision/consultation amongst Social Work professional staff for clinical issues. The incumbent implements patient-centered support, treatment and services using PSR philosophy and as guided by the Canadian Association of Social Workers Code of Ethics, Professional Standards, the M.I.R.S.W. and Selkirk Mental Health Centre guidelines.

**MACHINES AND EQUIPMENT**

List major tools, equipment or machines used in the work, and the percentage of time spent using them.

Office equipment required to complete job functions.

**OTHER COMMENTS**

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

**ORGANIZATIONAL RELATIONSHIPS**

Provide an organization chart that demonstrates an accurate reflection of the Division in which the position functions. Show solid lines for direct reporting relationships and dotted lines for functional or indirect reporting relationships. Include SAP numbers and classification levels of all positions. (Please indicate employee classification if it differs from the position classification.)

**9. CERTIFICATIONS**

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

Employee's Signature:

Date:

I 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.

Manager's Signature:

Date:

Authorised by Treasury Board Secretariat, Compensation Service Branch  
Jan 2005