

VICTORIA GENERAL HOSPITAL - JOB DESCRIPTION

JOB TITLE: Charge Social Worker	SERVICE: Social Work Services	
REPORTS TO: Core Services: Manager, Clinical Services: Program Manager, Professional Practice: Director Programs and Patient Services	APPROVED BY: Director -Programs and Patient Services	
ORIGINAL DATE: 01 80	REVISION/REVIEW DATES: 04 92; 09 93; 09 96; 10 99; 10 00; 03 04	
CLASSIFICATION CODE: S258	SAP JOB CODE: 30003021	UNION: MAHCP

ALL VGH EMPLOYEES REFLECT OUR HOSPITAL'S PHILOSOPHY BY CONTINUOUSLY PROVIDING QUALITY SERVICE/CARE.

QUALIFICATIONS:

1. Masters Degree in Social Work from an accredited University required
2. Three to five years clinical experience preferably in a hospital setting. Management experience an asset.
3. Demonstrated knowledge of community required.
4. Demonstrated effective communication skills, both oral and written.
5. Membership or eligible for membership in the Manitoba College of Social Workers

JOB SUMMARY:

Under the direction of the Director of Programs and Patient Services, the Charge Social Worker is the work leader in Social Work Services. He/she shall have the responsibilities of a Staff Social Worker with specific supervisory responsibilities for Social Work Services. The Charge Social Worker may be assigned as professional leader, and will provide leadership for the professional practice within the Social Work discipline as Profession Leader. In the role of Profession Leader the reporting line will be directly to the Director-Programs and Patient Services.

RESPONSIBILITIES:

Representation:

1. As assigned will represent Social Work Services on the facility Professional Advisory Council (PAC).
2. Serves as the advocate for Social Work Services within the Hospital and official liaison with external organizations for issues related to Social Work Services as a whole.

Regulations and Standards

1. Ensures and monitors compliance with professional Regulations, Profession Practice Standards, Code of Ethics, Scope of Practice and Credentialling and provides input on related issues.
2. Ensures that a mechanism exists to address current registration of Social Workers as required.

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3. Participates in review of Accreditation recommendations as they relate to professional standards and in preparation of subsequent accreditation surveys.

Practice

1. Leads professional staff in providing patient-focused care using Social Work Standards of Practice.
2. Direct meetings of professional staff according to terms of reference for Social Work Services.
3. Coaches, monitors, and evaluates front line staff in Social Work Standards of Practice.
4. Participates in development of outcome indicators that follow from Social Work standards.
5. Participates in the development of tools and processes that evaluate the quality of Social Work practice from the patient care perspective.
6. Collaborates with Manager of Patient Care and provides information on the quality of staff performance related to Social Work Standards of Practice.
7. Participates in leadership roles within Social Work Committees.
8. Participates in development of interdisciplinary standards, policies and procedures.
9. Ensures professional input and collaboration in the development and maintenance of policies, procedures and structures affecting both patient care and Social Work Services.

Education and Research

1. Co-ordinates and ensures compliance with standards for the profession's student teaching and supervision of activities, and provides liaison with the educational institutions.
2. Facilitates professional development and continuing education opportunities and resource utilization for Social Work knowledge and skills.
3. Co-ordinates the orientation/training of new staff as it relates to Social Work functions.
4. Facilitates staff participation in Social Work and interdisciplinary research consistent with objectives.

Quality Management

1. Provides leadership in Social Work quality management programs and supports each Clinical Programs' quality management initiatives.

2. Participates in the development of quality management processes that provide data for evaluating quality of professional practice.

Collaboration

1. Collaborates with Manager of Patient Care in areas where operational and professional issues overlap e.g. job descriptions, staffing levels,

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2. recruitment and remuneration, monitoring performance, disciplining and terminating staff, collective agreements, transfer of function.
3. Monitors and provides an overview of the human resource plan for the profession in the Hospital
4. Collaborates with and acts as a resource to the Manager of Patient Care on overlapping issues related to patient-focused processes and Social Work.
5. Collaborates with Manager of Patient Care in the development of program plans and impact analysis.
6. Promotes open, participative, intra and inter disciplinary communication, negotiation and conflict resolution.
7. Participates in Hospital and Program strategic planning and ensures co-ordination with Social Work strategic planning.

Core Services

1. Asses profession specific need and provides recommendations regarding the procurement, allocation, distribution and management of all non-human resources.
2. Reviews staff coverage for all programs daily and makes adjustments as required, notifying affected programs and ensuring that the changes are documented.
3. Manages per diem charges for Long Term Care patients, including maintaining records, providing liaison with Manitoba Health and Long Term Care facilities and facilitating communication to patients and their families.
4. Co-ordinates placement of patients into care facilities, including liaison between hospital and Long Term Care Authority, Residential Care office and receiving facilities.
5. Manages Emergency Cash fund for patient use.
6. Advocates for unmet needs of patients with respect to the hospital or the wider community.
7. Monitors and maintains the Social Work national workload measurement system.

Clinical Services

1. Maintains clinical workload.

NOTE: This job description is representative and should not be construed as being all inclusive