



POSITION DESCRIPTION

POSITION TITLE:	SOCIAL WORKER - WITHDRAWAL MANAGEMENT SERVICES
DEPARTMENT:	MENTAL HEALTH AND ADDICTIONS
CLASSIFICATION:	SOCIAL WORKER
UNION:	MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER – MENTAL HEALTH & ADDICTIONS
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Clinical Team Manager – Mental Health and Addictions the Social Worker - Withdrawal Management Services ensures that appropriate social work services are planned, organized, implemented and evaluated.

The Social Worker functions as a member of the interdisciplinary team and provides psycho-social assessment and a range of interventions to assist individuals and their families in dealing with personal, family or social difficulties related to their admission, illness and discharge plans. This will include counseling, consultation, education and advocacy functions for individual and/or families, as well as education services for staff and/or volunteers, as required. The incumbent will act as a liaison between the individual, their families, the facility and external community agencies.

The position of Social Worker functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

The Social Worker - Withdrawal Management Services functions in a complex and dynamic withdrawal management services with linkages to both community health and acute care.

Within a health services team of diverse professionals, the Social Worker - Withdrawal Management Services acts as a member of the team to support individuals through their intake, admission, and discharge from the program.

Duties Related to Administration

- Plans, develops, organizes, implements, and evaluates the pathways for admission and discharge from the Medical Withdrawal Management Services Program.
- Maintains confidentiality of patients and staff to ensure that individual rights are protected in accordance with FIPPA and PHIA Legislation.
- Serves and actively participates in committees as required or designated by the Clinical Team Manager – Mental Health and Addictions.
- Acts as a resource person and provides assistance to staff for referral services as appropriate.
- Maintains up to date records of pertinent information regarding patients and the delivery of services, including documentation on patients' health records.
- Documents care and observation using approved charting guidelines.
- Organizes and prioritizes work according to patient needs and assigned tasks.

Responsibilities to Individuals and Families

- Engages individuals in therapeutic relationships.
- Assesses individuals for family and general support systems.
- Determines clinical priority on referral information and assessment.
- Assists individuals with access to fundamental needs for housing, financial and support resources to promote optimal functioning following completion of the hospitalization.
- Establishes effective linkages to resources, agencies, and service providers to maximize functioning and improvement/maintenance of quality of life.
- Supports an individual's self-reliance and autonomy and advocates, as appropriate, on behalf of the individual to obtain required services.
- Provides assistance and guidance in dealing with legal, financial and other issues relevant to the needs of the individual/family.
- Links with services and resources within and external to the IERHA as needed with the goal of facilitating person centered service delivery that can best meet their individual needs.
- Collaborates with related health team members to assist with case management planning and service delivery decisions.

Responsibilities to the Interdisciplinary Team

- Ensures a coordinated response to care through collaboration with interdisciplinary team members.
- Facilitates and/or contributes to family conferences.
- Participates in team meetings, and other facility and regional activities as required.
- Serves as a resource to staff through one on one consultation, attendance at family conferences, and presentations at planned in-services, for the purpose of increasing awareness of psychosocial needs of patients.

Maintains Accountability

- Adheres to established policies and procedures of the Interlake – Eastern Regional Health Authority.

- Reports pertinent information to the Clinical Team Manager as appropriate.
- Participates in quality improvement and risk management activities.
- Keeps up to date with best practice and makes recommendations for changes to current practice as applicable.

Education and Development

- Participates in in-services and workshops at the site, regional or provincial level as required.

OTHER

- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.
 - Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- A Bachelor of Social Work Degree from an accredited University.
- Current registration or eligibility for registration with Manitoba College of Social Workers.

REQUIRED KNOWLEDGE:

- Excellent knowledge of pertinent community resources, supports, and services typically used in substance use recovery.
- Ability to provide standard Social Work services including assessments and consultation, case management, psychosocial counselling, crisis intervention and discharge planning and referral.
- Familiarity with evidence-based practice and continuous quality improvement environments.
- Knowledge of and understanding of cultural and spiritual sensitivity.
- Knowledge and awareness of the mental health recovery model, stages of change and motivational interviewing.

EXPERIENCE REQUIRED:

- Two years experience in a Mental Health/Addictions or Acute Care environment.
- Must have demonstrated competence in clinical skills, including psychosocial assessments, counseling intervention, and ability to work within an interdisciplinary team approach.

SKILLS/COMPETENCIES:

- Must have the ability to communicate effectively both verbally and in writing with professional and non-professional staff, patients and their families.
- Must have excellent organizational and professional skills.
- Must be committed to continuing professional development.
- Valid Manitoba Class "5" driver license and access to a reliable vehicle.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.

- Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check
 - Satisfactory employment record
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: January 2023
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Regional Lead, Human Resources Date

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.