



POSITION DESCRIPTION

POSITION TITLE:	SOCIAL WORKER – ACUTE CARE PROGRAM
DEPARTMENT:	ACUTE CARE PROGRAM
CLASSIFICATION:	SOCIAL WORKER
UNION:	MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	ACUTE CARE DIRECTOR OF PATIENT EXPERIENCE
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Acute Care Director of Patient Experience the Social Worker – Acute Care Program 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 patients and their families in dealing with personal, family or social difficulties related to their illness and discharge plans. This will include counseling, consultation, education and advocacy functions for patients and/or families, as well as education services for staff and/or volunteers, as required. The incumbent will act as a liaison between the patient, their families, and the facility and external community agencies.

The position of Social Worker – Acute Care Program 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 functions in a complex and dynamic acute care environment. Within a health services team of diverse professionals, the social worker acts as a member of the team to identify those clients appropriate for Social Work services and provides the following principal functions:

Duties Related to Administration

- Plans, develops, organizes, implements, and evaluates the Social Work Program and services in the region.
- 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 Director of Patient Experience.
- 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 social work 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 Patients and Families

- Identifies clients who would benefit from Social work services and receives referrals from other members of the acute care program
- Engages clients in therapeutic relationships
- Assesses clients for family and general support systems
- Determines clinical priority on referral information and assessment
- Assists clients 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 client self-reliance and autonomy and advocates, as appropriate, on behalf of the client to obtain required services
- Provides assistance and guidance in dealing with legal, financial and other issues relevant to the needs of patient/family
- Links with services and resources within and external to the IERHA as needed with the goal of facilitating patient 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.
- Works with the health care team to assess patients' supports and needs related to discharge planning which may include discharge to home, Personal Care Home or alternatives
- Participates on the Bed Utilization Committee.

Responsibilities to the Interdisciplinary Team

- Ensures a coordinated response to patient care through collaboration with interdisciplinary team members
- Facilitates and/or contributes to family conferences with particular emphasis on discharge planning
- 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 and the Acute Care Program.
- Reports pertinent information to the facility’s Clinical Team Manager and/or Director of Patient Experience as appropriate.
- Participates in quality improvement and risk management activities in the Acute Care Program.
- 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

- Performs other duties as assigned.

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 by health care clients
- 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

EXPERIENCE REQUIRED:

- Two years of experience in an 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

- 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.
 - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
 - No hazardous or significantly unpleasant conditions.
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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: May, 2016
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position 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.