



POSITION DESCRIPTION

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

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL MANAGER, PERSONAL CARE HOME PROGRAM, STANDARDS & DEVELOPMENT
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Regional Manager, Personal Care Home Program, Standards & Development the Social Worker – Personal 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 residents/ prospective residents and their families in dealing with personal, family or social difficulties related to their illness and placement plans. This will include counseling, consultation, education and advocacy functions for residents and/or families, as well as education services for staff and/or volunteers, as required. The incumbent will act as a liaison between the resident, their identified advocate, and the facility and external community agencies.

The position of Social Worker – Personal Care Home 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:

Direct Service to Residents, Potential Residents and Families

Performs Duties Related to Administration

- Plans, develops, organizes, implements, and evaluates the Social Work Program and services in the facility.
- Supports and promotes the Social Model of Care in the IERHA Personal Care Home Program facilities.
- Maintains confidentiality of residents 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 or Regional Manager, Personal Care Home Program, Standard & Development.
- Acts as a resource person and provides assistance to staff for referral services as appropriate.
- Coordinates Care Plan Reviews involving resident and family, and participates in resident Care Plan Reviews.
- Maintains up to date records of pertinent information regarding the residents, the delivery of social work services, including documentation on resident files.
- Documents care and observation using approved charting guidelines.
- Organizes and prioritizes work according to resident needs and assigned tasks

Responsibilities to the Resident, Family and/or Health Care Designate

- Develops a psychosocial history at pre-admission, in collaboration with the resident and family, to ensure that the health care team has the information required to regard the resident as a person deserving of respect and dignity.
- Assesses the applicant and family in terms of their expectations and acceptance of placement in the personal care home.
- Facilitates a smooth transition into the personal care home through interdisciplinary collaboration and development of an admission plan.
- Monitors the resident's adjustment to placement within the personal care home.
- Identifies areas of maladjustment, communicates, and advises the interdisciplinary team accordingly.
- Ensures that the resident and family are aware of their personal rights and responsibilities, and of the concerns process, including Protection for Persons in Care.
- Provides information to the resident and family regarding the process for delegating decision making through the designation of Power of Attorney, Committeeship, Proxy, and Health Care Directives.
- Conducts annual care plan reviews for residents under the supervision of the Public Trustee, and acts as liaison between the resident and the Public Trustee case worker.
- Mediates and conciliates on issues of resident or family dissatisfaction with resident care, and/or resident-family dispute as indicated by the Clinical Team Manager or Regional Manager, Personal Care Home Program, Standard & Development.
- Monitors family adjustment to resident placement and performs counseling role to facilitate this adjustment.
- Ensures family or health care/financial designate is aware of their responsibility to act in the best interest of the resident, honoring the value system of the resident.

- Participates in research projects as assigned to improve dignity enhancing care of residents in personal care homes.
- Makes pre-admission visits to applicants on the waiting list or upon request to those for whom admission is being considered.
- Maintains a liaison with the referring Hospital to provide visits/ contact as required for patients and families waiting placement to the personal care home.
- Participates as a member of the Admission Committee.
- Coordinates admission processes in conjunction with the facility's Clinical Team Manager, Team Leader and members of the Home Care Team as required.
- Provides ongoing counseling to residents and their families, and advocates as required.
- Provides tours and information about East-Gate Lodge and Kin Place Personal Care Homes and the application process to potential applicants and their families.
- May be required to act as a consultant to other personal care home sites in the region at the discretion of the Regional Manager, Personal Care Home Program, Standards & Development.
- Assists residents and families and/or advocates when necessary in discharge planning, including coordination of applications for transfers to alternate personal care homes.
- Participates on the Regional Ethics Committee.

Responsibilities to the Interdisciplinary Team

- Ensures a coordinated response to resident care through collaboration with interdisciplinary team members.
- Consults with appropriate members of the interdisciplinary team on appropriate room location, internal and external transfers and discharges.
- Consults and advises appropriate members of the interdisciplinary team on a regular basis regarding the maintenance of optimal psychosocial functioning of residents.
- Establishes a community awareness of the personal care home, and maintains a liaison with resident related agencies, i.e. Mental Health, Public Trustee, Alzheimer Society, etc.
- Coordinates and participates in therapeutic groups for residents and families, i.e. support groups such as the Alzheimer's Society.
- Participates in Resident Family Council evening meetings and related activities.

Responsibilities to the Staff and Facility

- Serves as an educative resource to staff through one-on-one consultation, attendance at resident conferences, and presentation at planned inservices, for the purpose of increasing awareness of psychosocial needs of the resident and family.
- Promotes a positive resident, staff, and home facility profile in the community at all times.
- Works to influence positive systemic change that will enhance the standard of resident care.
- Acts as a role model to all staff in the delivery of respectful care and promotion of a respectful workplace.

Participates as a Member of the Health Care Team

- Establishes and maintains effective interpersonal relationships with all members of the health care team, residents, and families.
- Contributes to resident care conferences.
- Actively participates in team meetings, staff meetings, and other facility and regional activities.

Maintains Accountability

- Adheres to established policies and procedures of the Interlake – Eastern Regional Health Authority and the Personal Care Home Program.
- Reports pertinent information to the facility's Clinical Team Manager or Regional Manager, Personal Care Home Program, Standards & Development.
- Participates in quality improvement and risk management activities at a facility and regionally in the Personal Care Home Program.
- Participates in health promotion activities within the facility and the community.
- Keeps up to date with best practice and makes recommendations for changes to current practice as applicable.

Education and Development

- Participates in inservices and workshops at a facility, regional, or provincial level as available.

OTHER

- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS:

- To be determined.
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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 and the Manitoba Association of Personal Care Home Social Workers (MAPCHSW).

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Two years experience in Long Term Care or related field.
- 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, residents 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: April, 2010
Date

Revised: June, 2015
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, 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.