
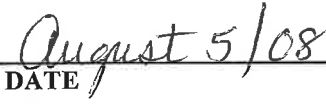


**Family Health Team  
Équipe de Santé Familiale**

200-123 Third Ave.  
Timmins, ON P4N 1C6  
Tel: 705-267-1993 Fax: 705-267-1796

**POSITION DESCRIPTION  
Social Worker Bachelor Level (BSW)**

POSITION: SOCIAL WORKER (BSW) STATUS: <input checked="" type="checkbox"/> FULL TIME, <input type="checkbox"/> PART TIME, <input type="checkbox"/> CASUAL	
DEPARTEMENT: ALLIED HEALTH REPORTING TO: EXECUTIVE DIRECTOR	
SUPERVISION: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	
----- <b>APPROVAL SIGNATURE</b>	
 APPROVED BY EXECUTIVE DIRECTOR	 DATE

**PURPOSE**

The Social Worker as part of the interdisciplinary team assists in the primary care functions and participates in the development, implementation, monitoring and evaluation of programs and services of the Timmins Family Health Team for the individuals, families and the Timmins community. The Social Worker provides counseling/therapy and other therapeutic functions for individuals, couples, families and the community.

Working in collaboration with an interdisciplinary team, the Social Worker will support expertise and knowledge of health promotion, disease prevention, and chronic disease management across a client's lifespan.

DUTIES AND RESPONSIBILITIES	PERCENTAGE %
<u>Assessment</u> The Social Worker is to practice within the scope and according to the standards of practice as outlined in the following documents: <ul style="list-style-type: none"> <li>• College of Social Workers</li> <li>• Regulated Health Professions Act (1991)</li> </ul>	<b>10%</b>

<b>DUTIES AND RESPONSIBILITIES</b>	<b>PERCENTAGE %</b>
<p><b><u>Treatment/Management/Planning</u></b></p> <ul style="list-style-type: none"> <li>• In collaboration with Physicians, Nurse Practitioners and other Allied Health implement and discuss appropriate individualized care plan with the client/family care giver based on best practices.</li> <li>• Facilitate coordinated access to services in areas such as assistance with daily living, crisis intervention, treatment health promotion and prevention.</li> <li>• Facilitate linkages with appropriate services, supports, and resources</li> <li>• Evaluate achievement of client goals</li> <li>• Financial management: budgeting, banking</li> <li>• Personal effectiveness: problem -solving, decision making, communication and interpersonal skills, goal setting, time management</li> <li>• Community integration: use of transit, social/recreational, peer support and other services</li> <li>• Health and wellness: support clinical plan including medication, appointments, healthy choices and lifestyle</li> <li>• Employment/service: support maximum involvement in volunteer, community service or paid employment</li> <li>• Personal care: hygiene grooming, self- care skills, clothing maintenance</li> <li>• Household management such as laundry and house cleaning</li> <li>• Housing support: finding and maintaining adequate housing, liaison/support to landlord and families.</li> <li>• Documents using client health records, refers to and arranges follow-up as necessary.</li> </ul>	<b>50%</b>
<p><b><u>Reporting:</u></b></p> <ul style="list-style-type: none"> <li>• Prepare monthly or as required statistical reports for the Ministry of Health and Long Term Care or as required by the Timmins Family Health Team.</li> </ul>	
<p><b><u>Education/Advisory</u></b></p> <ul style="list-style-type: none"> <li>• Advocacy: support appropriate use of available community public services and programs</li> <li>• Advocate for client's civil and legal rights</li> </ul>	<b>20%</b>
<p><b><u>Referrals/Collaboration</u></b></p> <ul style="list-style-type: none"> <li>• Collaborate with other health care providers regarding after care plan</li> <li>• Will work collaboratively with Master of Social Work staff in prioritizing referrals</li> </ul>	<b>5%</b>

DUTIES AND RESPONSIBILITIES	PERCENTAGE %
<p><b><u>Organizational Role:</u></b></p> <ul style="list-style-type: none"> <li>• Maintaining current knowledge of policy manuals, reading minutes of meetings and keeping up to date with organizational happenings.</li> <li>• Contributing to the efficient functioning of the organization and the attainment of goals.</li> <li>• Basing practice on sound theoretical knowledge.</li> <li>• Arranging priorities as necessary to perform tasks.</li> <li>• Knowing established work and administrative procedures.</li> </ul>	5%
<p><b><u>Confidentiality Information</u></b></p> <ul style="list-style-type: none"> <li>• Ensures adherence to the freedom of information and protection of privacy.</li> <li>• Exercises reasonable care with caution in protecting confidential and sensitive information related to clients and personnel.</li> </ul>	
<p><b><u>Timmins Family Health Team Development</u></b></p> <ul style="list-style-type: none"> <li>• Promotes awareness of Timmins Family Health Team services and programs.</li> <li>• Actively participates in staff, team and committee meetings as appropriate.</li> <li>• Provides leadership and mentorship to Social Work students that enter Timmins Family Health Team on a placement.</li> <li>• Participates in the education of other health professional students.</li> <li>• Participates in the development planning and evaluation of treatment, education, counseling and health promotion activities of the Timmins Family Health Team</li> </ul>	5%
<p><b><u>Communication</u></b></p> <ul style="list-style-type: none"> <li>• Communicates effectively with health care team members to create a cohesive team and seamless services to the community.</li> <li>• Communicates effectively with all clients, families, peers, other health care professionals and community partners.</li> <li>• Participates in interdisciplinary meetings as required.</li> </ul>	

<b>DUTIES AND RESPONSIBILITIES</b>	<b>PERCENTAGE %</b>
<p><b><u>Professional Development</u></b></p> <ul style="list-style-type: none"> <li>• Maintains and develops professional competence through ongoing professional development. Fully participates in the Quality Assurance Program of the College of Social Workers of Ontario.</li> <li>• Stays current and aware of opportunities to implement new, evidenced-based methods of client assessment, treatment and programming.</li> <li>• Participates in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning and journal reviews.</li> <li>• Participates on interdisciplinary committees to promote professional/interpersonal development.</li> <li>• Participates in clinical projects / studies as required.</li> </ul>	<p><b>5%</b></p>
<p><b><u>Related Duties</u></b></p> <ul style="list-style-type: none"> <li>• Models the values and philosophy of the Corporation.</li> <li>• Exhibits a commitment to life-long learning.</li> <li>• Maintains confidentiality of team, personnel and client information.</li> <li>• Facilitates appropriate in-house and external education sessions.</li> <li>• Assists with planning and attends special events.</li> </ul> <p>Performs other associated duties as require</p>	

## **SPECIFICATIONS**

### **EDUCATION / EXPERIENCE:**

- Undergraduate degree in Social Work from a recognized university.
- Additional supervised clinical training
- Three to five years counseling/therapy experience: preferable in a community setting
- Proficiencies in assessment, psychotherapy and psychological counseling techniques for working with individuals, couples. Families/communities
- Registration with the Canadian Social Workers Association and evidence of liability insurance.
- Current Ontario Driver's License.

**SKILLS / ABILITIES:**

- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- Superior leadership, organization, research, evaluation, time management, communication and interpersonal skills.
- Proficiency in the use of the computer hardware and software, particularly in Microsoft Word, Excel, Outlook.
- Prior experience and knowledge of electronic medical record.
- Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops and conferences.
- Multi-tasking skills related to the delivery of efficient primary care including the ability to share information and teach while treating a patient.
- Excellent verbal and written communication skills.
- Exhibit an ability to be open and non-judgmental.
- Knowledge of the goals and structure of the organization, the policies and procedures and the programs.

**EQUIPMENT USED:**

- Computer, printer/scanner/fax, photocopier, telephone, AV Equipment including Video projection unit, hand-held, assessment tools, various teaching aids.

**CONTACTS:**

<b>INTERNAL</b>	<b>EXTERNAL</b>
Executive Director	Ministry of Health and Long Term Care
Director of Allied Health Professional	North East LHIN
Contracted Professional Staff, particularly Psycho geriatrician.	Community Health and Social services agencies.
Employees, including Allied Health Professionals and Administration Staff.	Non-Government Organizations
Contracted Administrative Support	Professional Association
Clients / Families	College of Social Work of Ontario

**PHYSICAL DEMANDS:**

- Moderate: The position requires minimal physical effort and the workday comprises roughly of equal amounts of standing and sitting, with frequent position changes. This position requires the Social Worker to exhibit creativity and exceptional problem solving skills.

## **FINANCIAL RESPONSIBILITY:**

- May participate in the expenditure of resources as planned.

## **IMPACT OF ERRORS IN JUDGEMENT:**

- Poor decisions and/or omissions can impact harmfully on client health. The level of impact could range from very low to extremely high.
- Poor interpersonal skills could impact negatively on relations with staff, community partners, clients and public. The level of impact could range from very low to moderate.

## **WORK ENVIROMENT:**

### **Timmins Family Health Team Clinics**

The work environment will primarily be in well-lit, well-ventilated clinic areas that are furnished ergonomically. Exam rooms are spacious, well equipped and supplied. Personal office space may or may not be shared. Environment may vary depending on location. Ergonomics, health and safety of the Social Worker will be an important consideration when the location is furnished and equipped. It may be required to bring some requisite equipment and supplies when reporting to work in these environments.

### **In Home Visits**

The Social Worker may be required to provide primary care within the confines of a client's home. These environments are not assessed before hand and it is the responsibility of the Social Worker's to assess the environment for health and safety risks. It is policy of the Timmins Family Health Team that no employee is exposed to second-hand smoke.

### **Other**

Due to the collaborative nature of this position, the Social Worker will be required to attend meetings at other organizations offices. Travel may be required between sites and client homes. Travel related to the fulfillment of this position description will be reimbursed.

## **REPORTING RELATIONSHIPS:**

The Social Worker reports to the Executive Director through the Lead of Allied Health Professional. In clinical matters, the Social Worker collaborates with physicians and other Timmins Family Health Team members to provide the most efficient, appropriate primary care to a client of the Timmins Family Health Team. The Social Worker collaborates with other community health partners to deliver appropriate services and programs to the community.