**Job Description: Social Worker**

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1. **PURPOSE/OBJECTIVE:**

To provide standardized role descriptions of responsibilities. This position is to work within an interdisciplinary health care team to provide client centered care utilizing a range of generalist Social Work services in all continuing care stages supporting activities of daily living.

**2.0 JOB SUMMARY:**

The **Social Worker** is responsible for providing a continuum of services to [patients/clients/residents] including psychosocial assessment, resource-based interventions, risk screening, counseling, case management, and coordination, transition planning, prevention, promotion and public awareness. The Social Worker facilitates consultation and collaboration with interprofessional team members and community agencies to promote and enhance [patient/client/resident] outcomes. The Social Worker works closely with [patients/clients/residents], families, caregivers, health care team and employees at various phases of residency (pre-admission, admission, residency, and discharge, transfer or death) spanning the continuum of care in [home, community or health care facilities].

**3.0. FUNCTION:**

Practice collaboratively and advocate on behalf of [patients/clients/residents] and their families within the long-term health care setting to provide safe, quality client and family centred care as part of a team while reflecting the shared vision and values of [Organization’s Name] in accordance with [legislation/regulations/applicable standards].

**4.0 EDUCATION/MINIMUM REQUIRMENTS:**

List the qualifications or minimum requirement as required for you organization and/or minimum timeframes if required such as:

* Current or eligible for registration and practice permit with Alberta College of Social Workers (ACSW)
* Bachelor’s Degree in social work
* Valid Driver’s License

**5.0 SKILLS/KNOWLEDGE:**

List the skills and knowledge as required for your organization such as:

* Current Basic Cardiac Life Support
* First Aid Certification High safety and hygiene standards.
* Experience working with seniors in the community health services setting
* Knowledge and commitment to person-centered care
* Knowledge of available community and government resources
* Knowledge of effects of aging, disease and disability on [patient/resident/client] and the [patient/resident/client] family
* Basic computer skills and knowledge of Microsoft office
* Ability to effectively work independently and as a member of a multi-disciplinary team.
* Excellent communication and concern resolution skills to and ability to adapt to meet needs of [patients/clients/residents], family members, co-worker and community partners.
* Able to multitask, prioritize, and manage time efficiently.
* Effective organizational, critical thinking, problem-solving and decision-making skills.

**6.0 PHYSICAL REQUIREMENTS:**

* Ability to meet the physical requirements including:
	+ Lifting up to maximum 10 lbs
	+ Carrying/transporting objects up to maximum 25 lbs
	+ Sitting for prolonged period of time

**7.0. DUTIES AND RESPONSIBILITIES:**

**List the duties and responsibilities required for your organization in this role such as:**

* Perform assessments of [patients/clients/residents] and families to assess risk, maximize abilities and develop person-centered care plans for [patients/clients/residents].
* Assist [patient/client/resident] and their families by providing education and information regarding health care system and assistance navigating services.
* Provide psychosocial support and assist [patients/clients/residents] and families with coping and managing difficult issues.
* Assist with the admission process and provide tour and information regarding facility.
* Consult, collaborate and provide direction when working with interdisciplinary health care team and community services.
* Communicate to [patient/client/resident], health care team, and or other providers of care as appropriate.
* Participate in [patient/client/resident] care conferences, as required.
* Manage care in line with [patient/resident/client] care plan; organizational policies and procedures, continuing care health services standards, accommodation standards, and relevant legislation and regulations.
* Monitor and report on changes in [patient/resident/client] needs and adjust care or services as needed. When required report to [list role within your organization].
* Mentor and coach employees, when needed.
* Respond to medical emergencies or emergency medical services as appropriate.
* Observe and report on [patient/resident/client] care/service utilizing appropriate [Organization’s Name] forms or tools.
* Respond to [patient/resident/client and family concerns to ensure appropriate action taken within decision making authority and or concern communicated to [list role within your organization].
* Maintain and follow proper procedures and legalities in adhering to confidentiality and records keeping pertaining to [patient/client/resident], employee and organizational data.
* Attend staff meetings as required and attend in services to develop knowledge and skills.
* Complete other duties as assigned.

**8.0. SAFETY RESPONSIBILITES**:

**List the safety responsibilities required for your organization in this role such as:**

* Comply with [Organization’s Name] Health and Safety policies and procedures, safe work practices and requirements of the Alberta Occupational Health and Safety Legislation,
* Take reasonable care to work safely and carry out duties as to not cause accidental injury to themselves, fellow employees or the general public.
* Mentor team members and employees to fulfill Occupational Health and Safety responsibilities, standards and values.
* Identify, assess and control hazards
* Ensure all personal safety equipment (PPE) is being used properly; maintained and report defective or missing PPE to direct supervisor or alternate as appropriate.
* Meets infection prevention and control requirements by adhering to infection control guidelines and practices and procedures and additional precautions when required.
* Handle and dispose of hazardous materials according to WHMIS and organizational policies and guidelines.
* Immediately report all injuries, near misses or potential hazards to direct supervisor or alternate as appropriate.
* Seek, offer and accept assistance when required.
* Use equipment and supplies according to established standards and procedures;
* Maintain and promote a safe working environment at all times.
* Awareness of role and participating in any emergency response and/or drills.
* Refrain from or participate in workplace harassment and/or violence.

**9.0** **OCCUPATIONAL JOB HAZARDS**

List the occupational job hazards (ensure that high hazards are included) for this role such as:

* Sitting for prolonged periods of time on the phone or at a computer, repetitive manual tasks, bending and reaching can increase forces on muscles and tendons contributing to fatigue or musculoskeletal strain.
* Working with [patients/residents/clients], their families may result in exposure to bacteria, fungi, viruses, bodily fluid increasing risk of acquiring illness and/or infection.
* Regular standing and walking for lengths of time can increase forces on muscles and tendons contributing to fatigue and musculoskeletal strain.
* Exposure to electrical equipment, cords and outlets increase risk of exposure to burns and electrical shock.
* Floor contamination such as spillages of water and/or chemicals can result in slips.
* Obstructions in the walkways including debris, cords, and bins can result in trips.
* Working in the community, with[patients/residents/clients], their families and working alone may result in exposure to workplace violence and harassment.

**10.0 INTERNAL TRAINING REQUIRED:**

**The following training will be required and provided to any potential employee as part of orientation and on-going training.**

[List any additional training that your organization would be providing as a requirement for the position] Examples could include the following:

* General Orientation
* WHIMIS
* [Organization’s Name] Social Worker orientation program; including # of supervised shifts
* Site Specific training
* Organizational Leadership program