



POSITION TITLE:	SOCIAL WORKER	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Resident Care Department		
UNIT: (e.g., Branch, Area, District)		LOCATION:	Victoria
APPROVED CLASSIFICATION	Social Program Officer	CLASS CODE	N24
SUPERVISOR'S TITLE:	Director Resident Care Department	POSITION NUMBER	Various
SUPERVISOR'S CLASSIFICATION:	Business Leadership	PHONE NUMBER:	

PURPOSE OF POSITION

Reporting to the Director of Resident Care, the social worker is responsible for the provision of social work services for The Lodge at Broadmead's 225 residents and their family/friends. The social worker plans, develops and implements social work services, establishes and evaluates social work practice standards and carries out administrative duties associated with the provision of social work services. The position provides administrative support to the Director of the department and performs related tasks and projects as directed.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. To plan, develop, implement and monitor a comprehensive range of social work services for residents with complex care needs which may include health risks, physical challenges, mental health issues and dementia, by:

Case Management and Clinical Practice

- providing case management including psychosocial assessments, evaluations, resident progress reports, assistance with financial matters, family support and ongoing counselling;
- providing counselling to residents and family members including but not limited to: adjustment to facility living, relationship issues; coping with loss or terminal illness, adjustment to chronic illness or disability, family relationships, crisis intervention, and resource information;
- assisting residents and families to complete Advance Health Care Directives;
- assisting the Director of Care and other team members with admission and discharge planning;
- serving as a frontline liaison between staff and residents/family/friends;
- documenting pertinent information and observations on residents' health records;
- participating as a member of the interdisciplinary health care team;
- assessing resident's psychosocial needs in conjunction with the interdisciplinary health care team and documenting relevant information and participating in the interdisciplinary health care team's assessment, planning and evaluation of careplans, ensuring resident's needs are being fulfilled and;
- informing and gathering information from the resident and/or primary health representative for admission, care, and special conferences.

Resident Advocacy

- facilitating resident involvement in decision making for the Resident/Family Council and its subcommittees
- facilitating Family Information and Support Group Meetings and;
- advocating on the resident's behalf through membership on committees.

Community Liaison

- collaborating with allied community services and government agencies to: receive and
- interpret information on services, program and policy changes which will affect residents;

- providing information and statistics to allied agencies, primarily Veterans Affairs Canada and Long Term Care in order to monitor services delivered to residents;
- referring to agencies and/or services which may improve the resident's level of function and/or enhance quality of life including identification of specialized community services such as geriatric drug and alcohol counselling, psychiatric social work assessment and counselling sessions;
- requesting and receiving psychosocial medical information which may contribute to the understanding of the resident, enabling the resident to reach his/her potential and;
- representing the Tillicum and Veterans Care Society on external committees promoting the care of the elderly.

Monitoring and Evaluating Services

- evaluating the effectiveness of social work programs by participating in program development and evaluation;
- developing and maintaining quality improvement projects and appropriate evaluation indicators for social work services;
- making submissions to the Director for changes in program delivery;
- maintaining quality assurance and continuing quality improvement initiatives and;
- developing and maintaining relevant records and statistics, maintaining a workload measurement system and reporting periodically and annually to the Director of Community Programs.

2. As a member of Community Programs this position will participate in the delivery of various departmental programs, events and initiatives, by:

- developing social work policies and procedures;
- participating in the orientation of new staff;
- liaising with staff, family/friends, volunteers/companions and various community resources to increase public awareness of the social work program;
- participating as a member of various committees and;
- participating in the departmental budgetary process.

3. Professional Development

- adhering to the standards of service outlined by BC Association of Social Workers and the Canadian Council on Health Services Accreditation;
- providing in-services to staff on the role of social work and on psychosocial issues as required;
- developing fieldwork placement opportunities and supervising social work students with field work placements and;
- keeping current on relevant literature and research and attending educational programs to keep current in changes in the field.

4. Other duties as assigned.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors	0	0

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

PREPARED BY

NAME:	DATE:	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective:
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:

SIGNATURE:

DATE:

ORGANIZATION CHART

SELECTION CRITERIA

Undergraduate degree in social work and qualifies for social work registration in BC; experience working with seniors with complex health care needs in a facility setting; proven case management and clinical practice skills; proven experience in program development and delivery; ability to adapt to a changing environment; ability to work effectively within an interdisciplinary health care team who members have diverse backgrounds and often competing priorities; excellent organizational and verbal, written and interpersonal communication skills; ability to coordinate and set work priorities to meet deadlines; knowledge of software applications, particularly word-processing and e-mail.