



# *Provincial Job Description*

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***TITLE:***  
**(039) Social Services Worker**

***PAY BAND:***  
**15**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Promotes, enhances or re-establishes the mental and/or emotional well-being of clients through assessment and treatment.**

***QUALIFICATIONS:***

- ◆ **Bachelor of Social Work degree**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license, where required by the job**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

## ***KEY ACTIVITIES:***

### **A. Direct Client Services**

- ◆ Conducts risk assessments (e.g., children and families).
- ◆ Responds to psychiatric emergencies (e.g., trauma, suicide).
- ◆ Conducts comprehensive mental health assessment of youth, families and social systems.
- ◆ Facilitates therapeutic sessions (e.g., crisis intervention, behaviour modification, workshops, individual/group/family therapy).
- ◆ Implements and monitors treatment intervention strategies.
- ◆ Develops and implements treatment plans regarding various mental health diagnoses (e.g., depression in children).
- ◆ Makes internal referrals to various programs.

### **B. Consultation / Case Conference**

- ◆ Consults and liaises with external agencies (e.g., schools, government agencies, community groups).
- ◆ Consults and liaises with multi-discipline care team members regarding common clients.

### **C. Administration**

- ◆ Writes assessments for consultation and file purposes.
- ◆ Observes, evaluates, documents progress for each client/family or group.
- ◆ Maintains bookkeeping and daily service event logs.
- ◆ Provides input into policies and procedures.
- ◆ Provides occasional guidance to the primary function of others, including training.

### **D. Education (Public and Professional)**

- ◆ Conducts public and professional education programs.
- ◆ Develops community resources.
- ◆ Liaises with the community.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: 2005***

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