



Provincial Job Description

TITLE:
(048) Social Services Coordinator

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the administration of the Saskatchewan Assistance Plan (SAP) program for Mental Health clients.

QUALIFICATIONS:

- ◆ Bachelor of Social Work degree

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work with special needs clients
- ◆ Ability to work independently
- ◆ Conflict resolution skills
- ◆ Analytical and general accounting skills

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience with the SAP and/or other income subsidy program and the Social Work Information Network (SWIN).**

KEY ACTIVITIES:

A. SAP Eligibility

- ◆ **Interviews clients to determine initial and ongoing eligibility for social assistance benefits.**
- ◆ **Assesses suitability of individuals for placement considering their psychiatric diagnosis, stability, level of care needs, financial requirements.**
- ◆ **Develops and maintains a database for recording placements.**
- ◆ **Prepares monthly reports.**

B. Administration

- ◆ **Develops and coordinates a case management plan, collaborating with other human services professionals, as required.**
- ◆ **Conducts social, vocational, emotional and financial assessments of clients needs in conjunction with other health professionals.**
- ◆ **Determines/approves eligibility for financial assistance in accordance with The Saskatchewan Assistance Plan Act.**
- ◆ **Provides advocacy and conflict resolution through negotiation and mediation between clients and community to ensure access to services and resources.**
- ◆ **Advises clients regarding their rights and responsibilities.**
- ◆ **Liaises with the Department of Social Services and other agencies.**
- ◆ **Responds to ministerial referrals and appeals according to Department of Social Services protocols.**
- ◆ **Provides input into hiring and performance appraisal and performance review.**
- ◆ **Orientates new staff.**

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:

SGEU:

SAHO:

Date: 2005

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