



Provincial Job Description

TITLE:
(039) Social Services Worker

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Baccalaureate of Social Work degree

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work in a cross cultural setting
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** No previous experience. Twelve (12) months on the job to build necessary multi-disciplinary relationships with related external agencies and to become familiar with department policies and procedures.

KEY ACTIVITIES:

A. Direct Client Services

- ◆ Conducts risk assessments (e.g. utilizing approved assessment tools).
- ◆ Responds to psychiatric emergencies (e.g., trauma, suicide).
- ◆ Conducts other assessments utilizing approved assessment tools.
- ◆ Facilitates counseling sessions (e.g., crisis intervention, behavior modification).
- ◆ Implements and monitors treatment intervention strategies/plans according to instructions from physician.
- ◆ Refers clients to appropriate programs.
- ◆ In-home visits.

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

- ◆ Charting for consultation and file purposes.
- ◆ Observes, evaluates, documents progress for each client/family or group.
- ◆ Maintains statistics and daily service event logs.
- ◆ Provides input into policies and procedures.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Assist clients when applying for resources (e.g., SIN, Health card).

D. Education

- ◆ Conducts 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October 16, 2018