

**Family Health Team**

790 Bay Street, Ste 306, Toronto, ON M5G 1N8  
Phone: (416) 260-1315 Fax: (416) 260-9228

## **Job Description – Social Worker 11 mths/2 days week (Contract)**

### **Position Summary**

TC FHT is looking for a social worker to work 2 days a week for 11 months (covering for a full time employee on reduced hours). As a key member of Taddle Creek Family Health Team (TC FHT), and an integral part of an interdisciplinary health care team, you will deliver social worker services in accordance with FHT policies and professional practice standards.

Your primary roles are to perform intake (via a semi-structured interview), conduct patient psycho-social assessments, provide counseling, facilitate group counseling, and provide case management. You will deliver services to a variety of patient populations including high-risk groups suffering from chronic diseases and/or complex multi-system diseases.

The preferred candidate will have 3 years of experience working in mental health with preference given to those with primary care/community experience and experience facilitating counseling groups. The position works closely with three other social workers and a consulting psychiatrist within a collaborative primary care environment.

The following are details about the position:

- Hourly rate \$35.39 for a 8 hour work day (15 hour paid)
- No group insurance benefits
- Option to receive either
  - Pay in lieu of benefits (\$3.07) or
  - Participate in HOOPP (employer's contribution to HOOPP covered/employee contribution \$73.25 bi-weekly)
- 8 paid vacation days
- 4 days & \$400 for continuing education

Reports To: TBD

Location: 790 Bay, Suite 306 (time could be spent at our Bloor St. Site)

Hours of Work: 8-4pm or 9-5pm (minimum one evening a week)

Status: Contract/2 days wk for 1 year

Work Days: Mon & Wed

Closing Date: Friday, Jan 29, 2016

We are looking to hire by Feb 15, 2016 until Jan 9, 2017.

Send covering letter/resume: [hr@tcfht.on.ca](mailto:hr@tcfht.on.ca)

### **Roles and Responsibilities**

#### **Intake (via semi-structured interview)**

- Review referrals & patient charts
- Conduct semi-structured phone interviews
- Analyze findings of assessment
- Assess urgency & recommend for counseling, group services, case management or external referral
- Present cases at Mental Health Team meeting for case input/assignment

#### **Psycho-social Assessments**

- Provide psycho-social assessment for patients

- Analyze findings of health assessments and interpret patient health records
- Monitor, record and report symptoms and changes in patients' conditions
- Collect data through a therapeutic relationship with a patient

**Counseling**

- Provide treatment including instrumental, supportive, psycho-educational, crisis interventions & psychotherapy
- Manage Single Session Drop-in Clinics
- Maintain communication with patients and families
- Monitor patient goals and outcomes through ongoing assessment and documentation of treatment progress
- Consult with team members and external professionals involved in the care of patients
- Involve patients in decisions about their own health

**Group Counseling**

- Conduct group programs (specifically CBT Anxiety) to promote and support patients as they strive to achieve the highest possible level of health

**Case Management**

- Act as an advocate for patients and their families
- Coordinate referrals and facilitate access to other health care providers and community organizations
- Assist in overcoming barriers within the health care system for timely delivery of services
- Help patients identify and use health resources, including those available in the community and from community agencies
- Communicate with hospitals, community staff and other inter-professional team members, as required, to ensure smooth transition for care between care sites

**Administration/Reporting**

- Handle patient phone calls, provide telephone advice, and arrange for follow-up appts
- Collect accurate and comprehensive patient-related information and document in electronic medical record (Practice Solutions)
- Maintain an organized appointment schedule
- Monitor and manage referrals from the team and assist with waitlist mgt
- Participate in program planning and evaluation within the team or externally as appropriate
- Participate in case presentations/reviews and discussion within the team
- Develop/research learning resources for health care providers
- Coach/mentor peers, students and other members of the health care team
- Maintain awareness & understanding of current Mental Health legislation

**Skills, Knowledge Requirements**

- Strong verbal and written communication skills and the ability to adjust language and terminology to suit the individual patient or group (including cultural sensitivity)
  - Strong clinical skills
  - Autonomous and able to function with minimal supervision
  - Ability to work effectively with all members of the health care team
  - Ability to work in an inter-professional team environment
  - Ability to prioritize, manage time effectively and be flexible in a very active work environment
- Special Skills: Experience in CBT Group Counseling an asset

**Computer Skills**

- Familiarity with a Mac OS environment
- Experience with Practice Solutions electronic medical record

**Language Skills**

- English required; Second language not required but would be an asset

**Education and Specific Job Requirements**

- Minimum Education: Masters Degree in Social Work or a Social Science
- Registration with the Ontario College of Social Workers and Social Service Workers
- Working knowledge of the Mental Health Act, Healthcare Consent Act, Substitute Decisions Act and community mental health resources

**Relevant Experience**

- A minimum of 3 years of experience working in mental health
- Clinical experience working collaboratively with a community-based agency preferable

*TC FHT is an Affirmative Action Employer and has an Affirmative Action Policy. Designated groups are; minorities, persons with disabilities and aboriginal peoples\*. TC FHT welcomes applicants from these groups. Persons in these groups must self-identify in order to participate in our program. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*

*\*Note: Women are not a designated group as TC FHT/FHO has a high % of women, however, if the balance was to change this group may be added.*