

JOB DESCRIPTION

Benchmark Job #060

Ministry: Forensic Psychiatric Services Commission
Branch: Forensic Psychiatric Institute
Location: Port Coquitlam

Working Title: **Supervisor, Social Work**
Level: Range 28
Classification: Social Program Officer

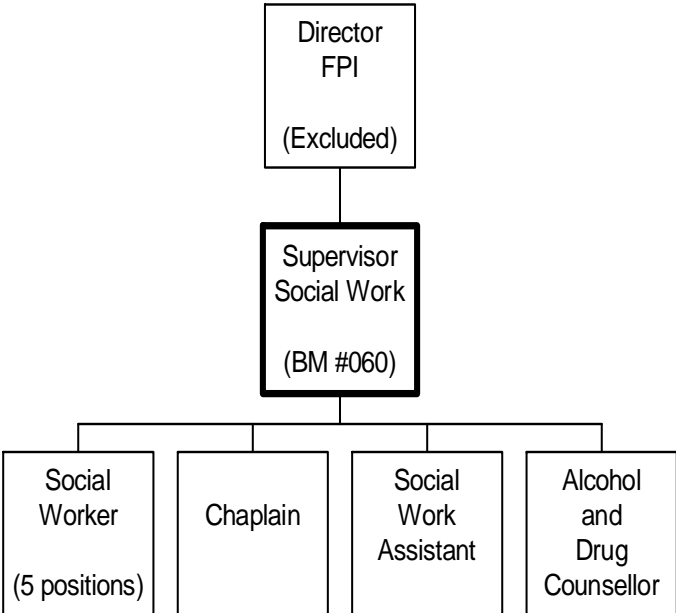
PRIMARY FUNCTION

To provide clinical, psychiatric social work services to clients of the Forensic Psychiatric Institute (FPI), administer the day to day operation of the department, and supervise department staff within a maximum security environment.

JOB DUTIES AND TASKS

1. Provides clinical psychiatric social work services to forensic clients
 - a. conducts psycho-social assessments
 - b. makes recommendations to court and review boards on case management
 - c. participates in the development and implementation of a care plan for clients
 - d. analyzes requirements for individuals or special needs groups to determine appropriate programs
 - e. provides treatment and counselling for individuals, groups and their families
 - f. determines client needs for other program assistance and refers to appropriate agency
 - g. maintains and updates client files and records on client behaviour and progress
 - h. prepares and implements client discharge plans
 - i. intervenes in crisis situations such as suicide attempts
2. Coordinates the operation of the Forensic Psychiatric Institute Social Work Department
 - a. reviews the content of services provided and assesses needs for additional services
 - b. coordinates the implementation of programs and delivery of social work services
 - c. recommends the planning, development and implementation of programs, service policies and procedures
 - d. coordinates department intake and assigns patients to staff
 - e. works with community agencies to facilitate client placement
 - f. provides input on program needs for budget preparation
 - g. sets up and manages program information, such as client statistics
 - h. adapts standardized language to prepare contracts for the provision of services (e.g., Man to Man/Woman to Woman volunteer services)
3. Supervises the work of Social Work Department staff (8 FTEs)
 - a. supervises staff including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance and takes disciplinary action if required
 - e. approves travel expenses for the unit and authorizes overtime

ORGANIZATION CHART
Benchmark Job #060



REASON FOR CLASSIFICATION

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Job Title: Supervisor, Social Work

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of psychiatric social work to ensure proper case planning, management, assessment and treatment to enable forensic patients to return to society.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to plan, organize and evaluate effectiveness of social work services for the Institute, and recommend the planning, development and implementation of programs, service policies and procedures.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Influence and formal counselling skills required to intervene in crisis situations such as suicide attempts and to provide therapy to initiate behavioural changes in patients and families.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to meetings in the community to facilitate client placements.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general policies and guidelines, plan and organize the Social Work program for the Institute.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt standardized or pre-approved language to prepare contracts for the provision of services.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to organize an information system for the work unit for patient and program information.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise workers, appraise employee performance and take disciplinary action (8 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a program providing assessment and treatment services for psychiatric patients.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read case information on computer screen or reports while conducting psycho-social assessments and reviews.	C	12
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain patients.	C	12
12	SURROUNDINGS Exposure to frequent direct involvement with institutionalized and unpredictable psychiatric patients.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around psychiatric patients who may react violently.	D	9

Total Points: 960.5

Level: Range 28