

# JOB DESCRIPTION

Benchmark Job #221

Ministry: Children and Families  
Branch: Field Services  
Location: Nanaimo

Working Title:  
Level:  
Classification:

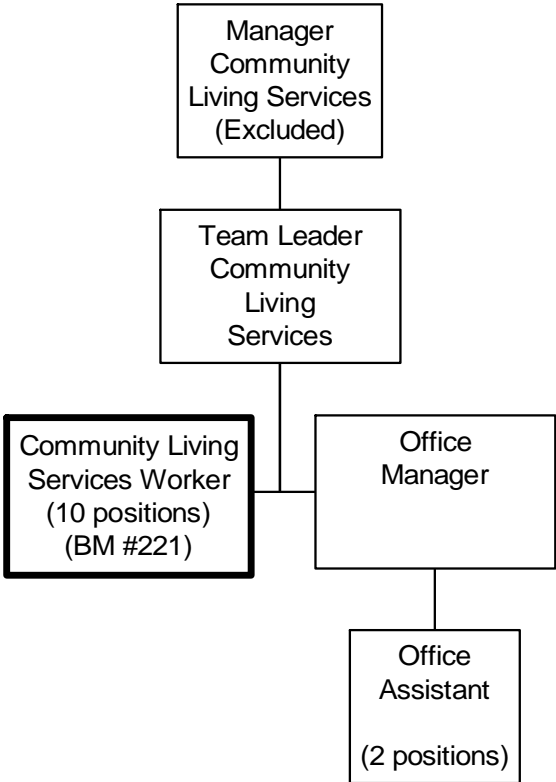
**Community Living Services Worker**  
Range 24  
Social Program Officer

## PRIMARY FUNCTION

To provide services to mentally handicapped children and their families to maintain children in their homes.

## JOB DUTIES AND TASKS

1. Assesses needs and develops service plans for mentally handicapped children
  - a. reviews psychological assessments, medical reports and other documentation to assess and determine eligibility for services
  - b. prepares case assessments and develops service plans and objectives in conjunction with clients, family members, service providers and other relevant participants
  - c. assesses family needs for available services and negotiates contracts for homemakers, family support workers and other related services
  - d. monitors and assesses the provision of contracted services by reviewing services with family members and contractors, making modifications to service objectives as required, ending services when goals are achieved and terminating unsatisfactory services if necessary
  - e. provides goal-directed counseling and advice to clients and families in dealing with mental handicaps and developing goals
  - f. provides referrals to educational, vocational treatment and social development services
  - g. plans school placements and medical treatment for children under guardianship and documents planning in accordance with Family and Child Services Act
  - h. plans and arranges services for families eligible under the Autism Initiative by providing advice on individual and group services available, writing contracts with service providers, monitoring services and making modifications as required
2. Coordinates At Home Program for children
  - a. conducts income tests to determine eligibility for funds
  - b. prepares agreement with the family on standards and objectives
  - c. maintains ledger of funds remaining for each family and processes billings for payment
  - d. assists families to locate Ministry Special Care homes for respite as required including completing intermittent special care agreements and related documentation
  - e. provides information to the public, other ministries and community agencies on services available
3. Performs other related duties
  - a. sets up and maintains client and service files
  - b. monitors for signs of abuse/neglect and takes appropriate action
  - c. participates in budget development by suggesting services and programs for clients
  - d. drives automobile to transport clients
  - e. trains and functions as a resource for junior social workers



## REASON FOR CLASSIFICATION

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Job Title: Community Living Services Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the theory of social work to plan and review case work files of mentally handicapped children, prepare case assessments, develop service plans to maintain children in their homes, provide goal-directed counselling to clients and families, monitor and assess contracted services, monitor for signs of abuse/neglect and take appropriate action.</p>	H	280
2	<p><b>MENTAL DEMANDS</b> Judgement to modify social work and counselling techniques and approaches in working with different circumstances of children and their families to maintain mentally handicapped children in their homes, develop family plans, assess needs and determine eligibility for services, provide goal-directed counselling of mentally handicapped children.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Influence and formal counselling skills required to initiate behaviour changes through therapeutic counselling of mentally handicapped children.</p>	E	60
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate co-ordination and dexterity required to drive vehicle to transport clients.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general ministry policies and social work standards, plan the delivery of services to mentally handicapped children and their families, inspect and monitor community services and resources for contract compliance, organize school placements for permanent wards, prepare care agreements, monitor for signs of abuse/neglect and take appropriate action.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to negotiate contracts for homemakers and special care agreements using standardized contract language and certify receipt of services.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to set up and maintain a project information system of client and service files.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training to junior social workers.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to provide assessment, counselling, and referral services to mentally handicapped children and their families.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently listen and observe while conducting interviews with families.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally lift and carry children.	C	12
12	<b>SURROUNDINGS</b> Exposure to frequent unpleasant dealings with upset mentally handicapped children and their families.	C	6
13	<b>HAZARDS</b> Significant exposure to hazards from frequently working around handicapped clients who may react violently.	D	9

**Total Points: 840.5**

**Level: Range 24**