

JOB DESCRIPTION

Benchmark Job #220

Ministry: Health
Branch: Mental Health Services
Location: New Westminster

Working Title:
Level:
Classification:

Psychiatric Social Worker
Range 24
Social Program Officer

PRIMARY FUNCTION

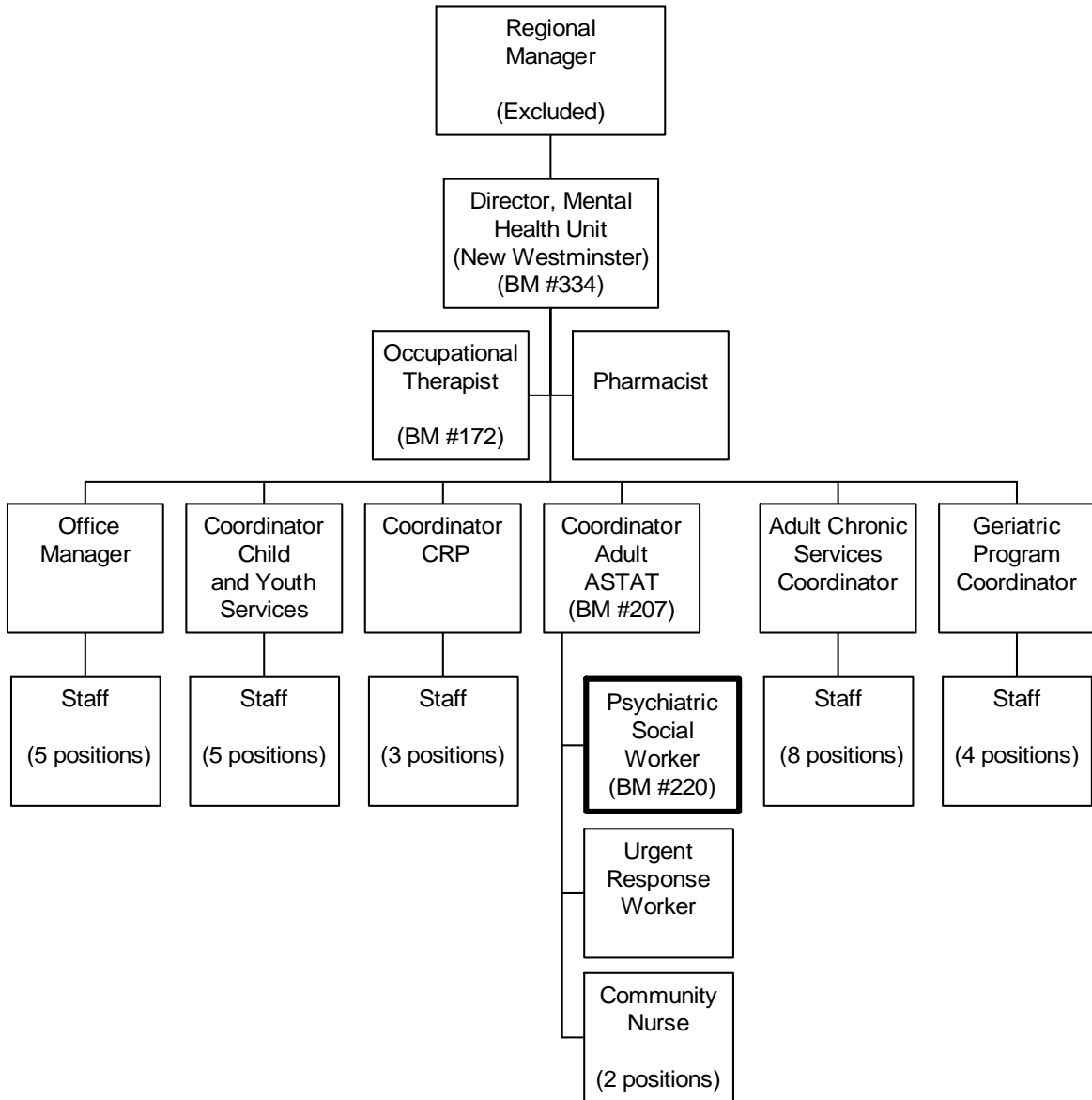
To provide assessment, treatment and follow-up services for mentally ill adults and their families on an out-patient basis.

JOB DUTIES AND TASKS

1. Provides social work services for mentally ill adults and their families
 - a. determines appropriateness of referrals
 - b. gathers psycho-social information, identifies problems and assesses individual needs
 - c. develops individual treatment plans and goals, monitors progress of clients and adjusts plans as needed
 - d. exchanges information with other professionals and agencies with client approval
 - e. provides therapeutic treatment to clients using individual, group and family therapy modalities and other appropriate techniques and methods
 - f. provides advice and counselling to clients, couples, groups and families in dealing with mental illness and in setting goals
 - g. conducts home visits and provides outreach services to non-compliant clients
 - h. arranges for hospitalization, psychiatric assessment or other services
 - i. provides referrals to community services and rehabilitative programs
 - j. advocates on behalf of clients with other professionals and agencies
 - k. consults with other professionals and funded agencies regarding the provision of services for clients and coordinates services according to individual treatment plans
 - l. provides crisis intervention for clients at risk for suicide, requiring emergency hospitalization or psychiatric assessment
 - m. follows up treatment for clients on an out-patient basis
 - n. monitors medication and assesses on-going client behaviour
2. Performs other related duties
 - a. sets up and maintains case files, clinical records and notes
 - b. gathers information on available resources and services in the community
 - c. prepares reports and quarterly statistics
 - d. drives automobile to clinics, hospitals, client homes and agencies
 - e. provides orientation to new employees

ORGANIZATION CHART

Benchmark Job #220



REASON FOR CLASSIFICATION

Benchmark Job #220

Job Title: Psychiatric Social Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of psychiatric social work to plan and review case work files for mentally ill adults on an out-patient basis, conduct client assessment including crisis intervention, develop treatment plans and goals, provide advice and counsel to clients and families, and provide individual, group and family therapeutic treatment.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify counselling methods, techniques and approaches in working with mentally ill adults to develop individual treatment plans; conduct assessments, provide therapeutic treatment, counsel clients in dealing with mental illness, provide crisis intervention for clients and families in need, refer clients to other agencies and arrange for hospitalization or psychiatric assessment if required.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Influence and formal counselling skills required to provide therapy to initiate behavioural change of mentally ill adults and families.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to clinics, hospitals, clients' homes and other agencies.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry policies and social work standards, plan and deliver assessment, treatment and follow-up services for mentally ill adults, counsel clients and families in dealing with mental illness; provide therapeutic treatment and intervene in crisis situations when client is at risk for suicide or requires emergency hospitalization.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES No financial responsibility.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a project information system of case files, clinical records and notes.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #220

Job Title: Psychiatric Social Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to provide critical care to intervene with mentally ill adult out-patients during crisis situations such as when client is at risk for suicide or requires emergency hospitalization.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently observe and listen to mentally ill clients during counselling sessions.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screen or printed material while reviewing or preparing client documentation.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with upset and abusive mentally ill clients.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around mentally ill clients who may react violently.	D	9

Total Points: 829

Level: Range 24

JOB DESCRIPTION

Benchmark Job #222

Ministry: B.C. Mental Health Society
Branch: Social Work Services
Location: Riverview Hospital

Working Title:
Level:
Classification:

Psychiatric Social Worker
Range 24
Social Program Officer

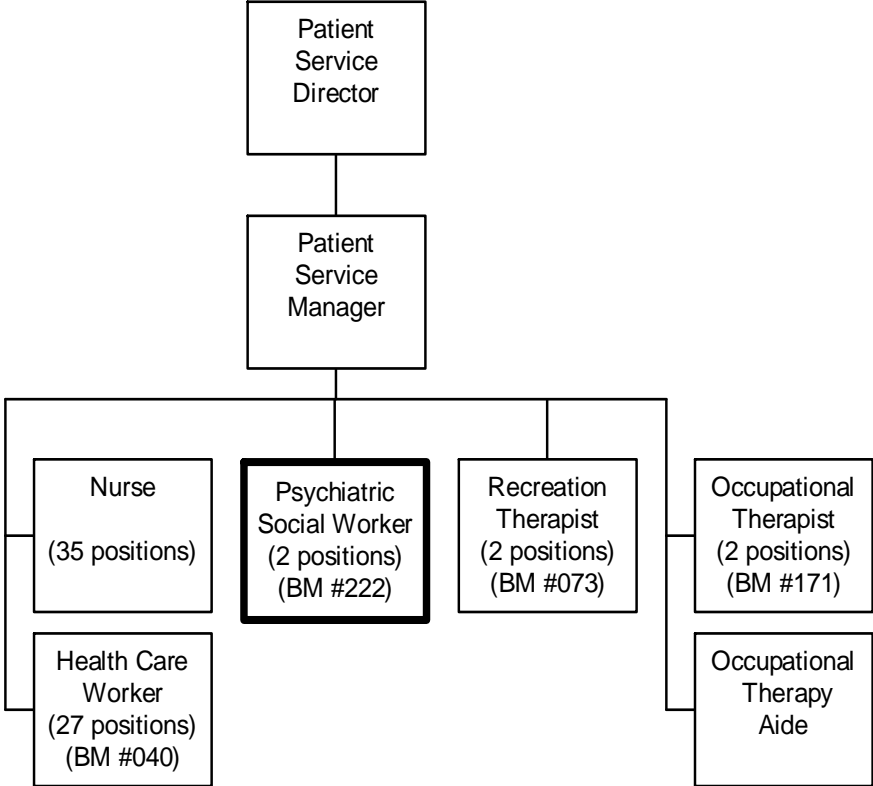
PRIMARY FUNCTION

To provide direct social work services for patients and family members with a focus on community reintegration.

JOB DUTIES AND TASKS

1. Completes the intake and social assessment process for new patients
 - a. gathers and reviews referral information and case history to assess patient needs
 - b. gathers bio-psycho-social information, including conducting interviews with patients and family and other caregivers, professionals and community agencies
 - c. prepares a detailed social assessment of the patient including family history, achievements, physical and psychiatric illness, work history and other relevant information
 - d. assumes primary responsibility for coordination and implementation of discharge planning in conjunction with the Interdisciplinary Team, patient, family, significant others and the community
 - e. determines the degree of impact upon the individual and family including social functioning and stressors and determines risk factors for abuse, violence and/or suicide
 - f. collaborates as part of the Interdisciplinary Team to assess the suitability for treatment, continuing hospitalization, and community referral
 - g. assists patients with issues relating to housing and income and exchanges information with other social agencies such as the Public Trustee's Office regarding patient needs and requirements
 - h. assists patients with financial and legal issues such as completing applications for comfort allowance and other benefits, securing identification documents or dealing with citizenship or court issues
2. Plans and provides a variety of therapeutic treatments, interventions and program adaptations to improve patients' social functioning and problem solving abilities and to maximize their strengths
 - a. collaborates with Interdisciplinary Team to identify and prioritize treatment and rehabilitation goals and develop service plans for each patient
 - b. provides supportive counselling to patients and families using appropriate therapeutic modality and other appropriate therapies such as group and family therapy sessions, one-on-one help with problem solving and goal setting, life skills training and group support for substance abuse
 - c. advocates on behalf of patients and families within the hospital and in the community
 - d. intervenes in situations that may result in a negative patient/family outcome
 - e. facilitates referral to alternate treatment agencies, community support services or social agencies (e.g., income assistance, aboriginal community treatment programs, family or financial counselling)
 - f. plans and provides follow-up services for discharged patients in the community ensuring after-care planning is in place for patients at time of discharge
 - g. assists patients to access community support services such as subsidized housing and social services
 - h. exchanges information with family on patient progress and involves them in therapeutic process on behalf of the treatment team
 - i. counsels patients and family members when the most appropriate care for the patient is in the community or long-term care facilities
3. Performs other related duties
 - a. prepares reports and maintains client records, forms, case notes and other related documents
 - b. participates in ward rounds and on various hospital or community committees
 - c. provides input on local service standards and planning issues through discipline practice council
 - d. assigns, monitors and examines the work of assigned social work students and completes student assessments for educational institutions
 - e. participates in research to improve program evaluation or clinical interventions
 - f. drives light vehicle to escort patients into the community

ORGANIZATION CHART
Benchmark Job #222



REASON FOR CLASSIFICATION

Benchmark Job #222

Job Title: Psychiatric Social Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of psychiatric social work to review patient referral information and case history to assess patient needs, plan and provide a variety of therapeutic treatments and interventions; determine risk factors for abuse, violence and/or suicide and plan and provide follow-up services for discharged patients.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify treatment techniques in working with psychiatric patients to assess patient needs and plan and provide a variety of therapeutic treatments and interventions including individual, group and family counselling sessions and plan follow-up services for discharged patients.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Influence and formal counselling skills required to provide therapy to initiate behaviour change with psychiatric patients where the parties are not cooperative.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle while escorting patients to various community services for clinical purposes or for discharge planning.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general policies and psychiatric social work standards, plan social work services for patients, assess patient needs and counsel patients and their families, develop treatment plans and interventions, and plan follow-up services for discharged patients.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to complete patient applications for comfort allowance.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to drive a light vehicle while escorting patients to various community services for clinical purposes or for discharge planning.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #222

Job Title: Psychiatric Social Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of assigned social work students, as a typical recurring task of the job and complete student assessments for educational institutions.</p>	CC	13
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct assessment, counselling and treatment services to institutionalized mentally ill patients and their families.</p>	E	40
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently observe and listen to mentally ill patients while conducting interviews and in counselling sessions.</p>	C	12
11	<p>PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screen or printed material while reviewing and preparing patient information, case notes and documentation.</p>	C	12
12	<p>SURROUNDINGS Exposure to frequent involvement with institutionalized mentally ill patients.</p>	C	6
13	<p>HAZARDS Significant exposure to hazards from frequently working around mentally ill patients who may react violently.</p>	D	9

Total Points: 832

Level: Range 24