

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT
(PUBLIC HEALTH SERVICES – EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASE CONTROL
DIVISION – ALCOHOL/DRUG/GAMBLING SECTION – LOCATION - 21 HUNTER ST. E., 3rd FLOOR)

SOCIAL WORKER (B.S.W.) – CUPE 5167

SUMMARY OF DUTIES

Under the supervision of the Manager, conducts intake screening, assessments, consultations and counselling with individuals, families and groups who are concerned about, alcohol, drug or gambling problems. Provides presentations and consultation to the community as needed. Provides expertise, particular to Social Work training, to other staff in the Epidemiology, Wellness & Communicable Disease Control Division and Public Health Services. Conducts other services as required.

GENERAL DUTIES

Conduct intake screenings and brief assessment, as may be required for referral, priority service, counselling and/or consultation process.

Conduct initial assessment of individuals and families, as may be required for referral, priority service, counselling and/or consultation purposes.

Assess in an interview, the problem areas of the client with consideration for: alcohol, drug use and problem gambling, educational, employment, social and cultural problems, marital or family relationships, health (both physical and mental), legal and financial difficulties.

Assess the resources and strengths of the client, which may serve as the base for dealing with his/her various problem areas.

Administer tests and integrate with interview-assessment data.

Is responsible for a clinical caseload set and regularly reviewed through the resource management development process.

Conduct individual counselling, family-involved counselling, and facilitation of groups.

Work with the client and appropriate others with whom he/she interacts extensively (for example, spouse, employment, supervisor, probation officer), to develop an appropriate treatment plan working within a harm reduction approach focusing on client needs.

Make referrals to appropriate services (based on client assessment and knowledge of community resources).

Facilitate contact with services, as a broker and advocate for the client, even to the point of taking the client to the appointment, if necessary.

Provide continuity of care to Alcohol, Drug & Gambling Services (ADGS) clients.

Provide after-care and follow-up care after discharge from treatment or programs to ensure that clients receive continuing reinforcement and where necessary, additional services.

Maintain contact for the purpose of monitoring and reinforcing the client's progress.

Maintain contact with the client's family or relevant others (for example, lawyer, probation officer) for the same purpose.

Is available in times of crisis.

Participate in regularly scheduled administrative and clinical supervision, performance management development sessions, and annually take part in written evaluation and learning development plan with manager.

Is familiar with the documentation system, maintaining accurate records consistent with the case system.

Compose correspondence and compile statistics as required.

Attend and participate in team meetings

Utilize the team for consultation and provide consultation around cases.

Provide consultation for other agencies in the community.

Provide referral sources, professionals and potential clients with information, following appropriate privacy legislation.

May provide mentoring to new staff, students and/or volunteers, depending on individual and team needs.

Attend in service meetings.

Participate in modules and other Divisional/Departmental sub-committees, as required.

Is familiar with the policies and procedures manual; function in accordance with these policies and procedures in carrying out assigned duties and responsibilities.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Bachelor or Master's of Social Work; or related discipline with current registration with the Ontario College of Social Workers and Social Services Workers, RSW.
2. Must be registered with the Ontario College of Social Workers and Social Services Workers, RSW.
3. Must have direct experience in the field of addictions – (substance use and/or problem gambling) working with adults - conducting assessments, consultations and counselling.
4. Demonstrated clinical experience conducting, assessments, consultations and counselling with individuals, families and groups.
5. Demonstrated ability in interviewing skills, flexibility / adapting to change, interpersonal relationships and case management.
6. Demonstrated ability to work independently with little supervision and in relating with a multi-disciplinary team.
7. Demonstrated ability to work collaboratively with other community programs and to engage in program

development.

8. Knowledge of community resources with demonstrated ability to relate with all levels of the community.
9. Effective communication skills and demonstrated ability to relate to peers, individuals, families and groups.
10. Working knowledge of computer software applications (Windows XP and Microsoft Outlook).
11. Highly effective facilitation, communication, presentation, interpersonal and organizational skills.
12. Preference will be given to applicants with a Master's Degree in Social Work.
13. Must Possess a Valid Class "G" Drivers Licence.
14. Ability to speak a second language an asset.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
