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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | MENTAL HEALTH AND SUBSTANCE ABUSE SOCIAL WORKER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The position of mental health and substance abuse social worker consists of assessing and treating individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and other drugs. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A bachelor’s degree or equivalent; * Ability to be aware of others' reactions and understanding why they react as they do; * Ability to give full attention to what other people are saying, and to actively look for ways to help people. | | | | |
| COMPETENCIES: | | * Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job. * Integrity — Job requires being honest and ethical. * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations. * Social Orientation — Job requires preferring to work with others rather than alone, and being personally connected with others on the job. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. | | | | |
| TASKS: | | * Assist clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, and providing support; * Collaborate with counsellors, physicians, and nurses to plan and coordinate treatment, drawing on social work experience and patient needs; * Counsel and aid family members to assist them in understanding, dealing with, and supporting the client or patient; * Counsel clients in individual and group sessions to assist them in dealing with substance abuse, mental and physical illness, poverty, unemployment, or physical abuse; * Educate clients and community members about mental and physical illness, abuse, medication, and available community resources; * Increase social work knowledge by reviewing current literature, conducting social research, and attending seminars, training workshops, or classes; * Interview clients, review records, conduct assessments, and confer with other professionals to evaluate the mental or physical condition of client or patient; * Modify treatment plans according to changes in client status; * Monitor, evaluate, and record client progress concerning treatment goals; * Refer patient, client, or family to community resources for housing or treatment to assist *in re*covery from mental or physical illness, following through to ensure service efficacy. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |