*Disclaimer:*

*This document is provided as an example only and is intended as a starting point for physicians to engage in discussions with their clinic partners and professional advisors (including legal and financial experts) to develop hiring resources specific to physicians’ individual needs and preferences.*

*These examples do not constitute the provision of professional advice. Doctors of BC does not provide legal or financial advice to members and is not liable in any way for use of its general informational resources. Members are encouraged to obtain professional legal and/or financial advice whenever changing their business model, including through the establishment of new positions and the process of hiring staff. Professional legal and financial advisors can support you in knowing and complying with the range of applicable laws, policies, guidelines and regulatory requirements governing your practice and your rights and responsibilities as an employer.*

**Social Worker Job Description**

|  |  |
| --- | --- |
| Job Title | Social Worker |
| Reporting to | [Insert reporting Clinic Owner/Medical Director/Office Manager name/title] |
| Family practice | [Insert practice name] |
| Location | [Insert practice location] |

**Job Summary:**

Social workers assist individuals, couples, families, groups, communities, and organizations in acquiring the necessary skills and support to improve social well-being. They offer counseling, therapy, and connect clients with relevant social services. Additionally, social workers address various social challenges including unemployment, racism, and poverty. This position will work within the clinic and support patients while building necessary relationships with partners of the community including but not limited to First Nations supports and services, social service agencies, and Ministry of Children and Families where and when required.

*[Physicians encouraged to add or remove duties and responsibilities, additional qualifications & skills and abilities that apply directly to their clinic needs]*

**Duties and Responsibilities:**

* Interview clients individually, in families, or in groups, to assess their situation and determine the types of services required.
* Provide counsel and therapy to assist clients develop skills to deal with and resolve their social and personal challenges.
* Plan programs of assistance for clients including referral to agencies that provide financial assistance, legal aid, housing, medical treatment, and other services.
* Investigate cases of child abuse or neglect and take authorized protective action when necessary.
* Serve as members on interdisciplinary teams of professionals working with client groups.
* Act as advocates for client groups in the community, lobby for solutions to problems directly affecting client groups, and develop prevention and intervention programs to meet community needs.
* Develop or advise on social policy legislation, conduct social research, and assist in community development.
* Provide mediation services and psychosocial assessments.
* Evaluate the effectiveness of counselling and social programs.
* May provide public education and consultation to professionals or groups regarding counselling services, issues, and methods.
* May supervise other social workers.

**Qualifications:**

* A bachelor's degree in social work is required.
* Supervised practical experience is usually required.
* Successful completion of provincial written and oral examinations may be required on an ongoing basis to remain licenced and employed.
* Registration with a provincial governing body is mandatory to practise as a social worker.
* Membership in a provincial association of social workers is usually required.

**Skills and Abilities:**

* Demonstrate clinical competence.
* Work effectively as part of a multidisciplinary team and with patients and their caregivers/families.
* Intervene in crisis or difficult situations. Demonstrate conflict resolution, critical thinking, and problem-solving skills.
* Use sound judgment, good observation, assessment skills, tact, and empathy. Fact-find and seek out information and/or resources.
* Organize and prioritize work, service needs and delivery of service.
* Maintain a commitment to continuing professional development as required by the employer.
* Communicate effectively, both verbally and in writing.
* Promote positive change.
* Foster and promote good public relations.
* Operate related equipment, including computers.
* Physically and emotionally able to carry out the duties of the position.

**Contact Information:**

**Please contact\_\_\_\_\_\_\_\_\_\_\_\_ for more information or questions regarding this job description.**

**Please submit resume and cover letter to \_\_\_\_\_\_\_\_\_\_\_\_\_**

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