

**POSITION: SOCIAL WORKER****JOB POSTING #:**

**DEPARTMENT:** Huron Lodge  
**POSTING TYPE:** Corporate  
**POSTING STATUS:** Regular Full-time  
**# OF POSITIONS:** 1  
**SHIFT WORK REQ'D:** Yes

**UNION:** 543  
**JOB CODE:** 543190  
**POSITION #:**  
**GRADE/CLASS:** 0.15  
**SALARY RANGE:** \$27.15 TO \$31.93 per hour  
**HOURS PER WEEK:** 40

**DUTIES:**

Reporting to the Director of Resident Services, provides counselling, support and crisis intervention to residents and families; will review services to perspective residents and families; prepares all documentation necessary for admission in conjunction with applicable staff; coordinates permanent admissions, respite admissions, internal transfers and discharges for the facility; coordinates resident interdisciplinary case conferences, provides input into multi-disciplinary care plans; coordinates all relevant policies and procedures as outlined in applicable acts and regulations; orientates new residents to the facility; assesses the psychosocial needs of residents; liaises with community agencies and makes appropriate referrals when necessary; facilitates family education/support groups; assists in assessing and developing intervention with the clients in the community outreach programs; assists with the screening and orientation of perspective volunteers; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School graduation diploma plus a four (4) years post secondary school degree in Social Work or Ontario Ministry of Education equivalencies
- Must have over one (1) year experience in the geriatric environment, working with seniors
- Must be familiar with computer applications such as the Microsoft Suite of Products (Outlook, Word, etc)
- Should have knowledge of applicable Acts and Regulations
- Must have a good working knowledge of community resources for seniors
- Must have the ability to communicate effectively with seniors and their families
- Must be patient, respectful and gentle in dealing with the elderly
- Must maintain good relations with residents, staff and public
- Must possess excellent written and communication skills
- Must have experience with group work and volunteer groups
- Proven commitment to ongoing professional development considered an asset
- Related community and volunteer experience a definite asset

**NOTE:** This position will be undergoing a Joint Job Evaluation Review (JJE) due to recent changes in legislation that now requires this position, as of July 1, 2010, to be registered under the Social Work and Social Service Work Act, 1998. Once the position has been reviewed the JJE Committee, the Job Posting will be amended accordingly.

**POSTING SPECIFICS:**

- Posting Period:**
- at 8:30 AM to at 4:30 PM
  - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
  - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on September 24, 2010