



CAREER OPPORTUNITY

POSITION: Social Service Worker
STATUS: Full-Time – Non-Union (75 hours biweekly)

Due to COVID-19 restrictions, applicants must sign exclusivity with New Unionville Home Society until the order has been lifted by the Ministry of Health

ORGANIZATION

New Unionville Home Society (NUHS) is a not-for-profit charitable organization located in Unionville that has provided leadership in service to seniors since 1967. New Unionville Home Society and its affiliate corporations operate a long-term care home, seniors' rental housing, a community center, an adult day program, geriatric outreach services and a life-lease building. The campus of care is a vibrant environment and our vision is to develop a progressive community where older adults thrive; aging well and living better.

JOB SUMMARY

Under the direction of the Administrator, the Social Service Worker functions as the primary liaison with the Home and Community Care Support Services. They are responsible for organizing and managing the admission process, interdisciplinary team conferences and facilitates discharge planning, community referral and follow up as directed by the Social Worker.

ROLES & RESPONSIBILITIES

- Supports the mission and philosophy of New Unionville Home Society
- Facilitates ongoing support to residents/families/representatives, both on site and through referral to community services
- Facilitates and coordinates the admission process for UHS in accordance with the Long-Term Care Program Standards; including greeting new residents, orientation to Unit and introduction to Unit Staff and Management team and follow up over next 6 weeks
- Provides guidance and assistance to residents and family members in areas of placement counseling, supportive services, leadership and direction to support staff, determining priorities/work assignments
- Network and liaison with community services and agencies to facilitate marketing of the services provided by New Unionville Home Society
- Oversees and coordinates tours to the public
- Ensures the policies and procedures of the New Unionville Home Society and the Long-Term Care Program standards are met
- Coordinates with Home and Community Care Support Services for the admission and discharge of Long-Term Care residents
- Maintains Union Villa's admission wait list
- Discharge planning/community referral and coordination of internal transfers
- Ensures new resident information is entered in PCC (Point Click Care)

- Oversees organization of (including scheduling, letters to all parties) interdisciplinary care conferences;
- Relocation stress support (resident and/or family)
- Emotional support and counselling to residents and family members using a holistic approach with empathy and sensitivity
- Acts as a resident/client advocate and assists with the investigation and tracking of resident/family concerns and complaints
- Staff liaison to Family Council as assigned
- Liaison with CCAC, local hospitals and community agencies to facilitate problem solving
- Assists resident and family to apply for financial aid when needed
- Full participation in the interdisciplinary care planning process and development
- Fosters a reciprocal working environment with Regional and Community Agencies who are also dedicated to providing quality care and services to older adults
- Immediately informs the Administrator of any problems that stand in the way of completing responsibilities which abide with the established policy, financial, time and quality requirements
- Actively seeks out necessary information to accomplish job responsibilities and achieve required standard of performance
- Carries out Health and Safety practices in accordance with New Unionville Home Society's Health and Safety Policies and the Occupational Health and Safety Act
- Ensures resident's safety at all times
- Keeps the work area clean and free from hazards and clutter
- Participate in monthly fire drills and Emergency Preparedness drills
- Represents Union Villa at meetings, on committees, events or functions – these may include off site within the community
- Carries out other duties as assigned by the Administrator

REQUIRED EDUCATION & EXPERIENCE

- Minimum of 1-3 years relevant work experience in a Long-Term Care setting or equivalent
- Social Service Worker Certificate from an approved college
- Member of Social Service Workers
- Proficiency in computers – Microsoft Office, Word, Excel, Point Click Care
- Demonstrated leadership and management skills
- Outstanding organizational skills to manage many competing timetables and responsibilities
- Ability to exercise good judgment, tact and diplomacy
- Empathetic attitude and desire to contribute towards the wellbeing of the elderly
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Ability to work independently and with others

Closing date is May 03, 2021. Only candidates that are to be interviewed will be contacted. UHS is committed to diversity in the workplace and encourages applications from all qualified individuals. Please notify careers@uhs.on.ca should you require accommodation for disabilities throughout the recruitment process.