



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  MEDICAL SOCIAL WORKER I	<b>2. DIVISION</b>  <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	<b>3. DEPARTMENT</b>  MEDICAL SOCIAL SERVICES
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Medical Social Worker I will report to the Medical Social Worker II.	<b>5. NATURE &amp; SCOPE</b>  The Medical Social Worker I plays an integral role in a multi-disciplinary healthcare team responsible for delivering patient-centric care across the care continuum. He/She provides interventions to empower patients and their families, manages medical conditions by mobilizing resources through partnerships with healthcare and community stakeholders as well as provides post-discharge support services.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Medical Social Worker I: <ul style="list-style-type: none"> <li><input type="checkbox"/> Interviews individual patients and members of the families and provides ongoing assessment, including gathering comprehensive information to use in developing intervention and treatment strategies for patient care and adjustment to diagnosis in collaboration with a multidisciplinary team.</li> <li><input type="checkbox"/> Studies, evaluates and interprets the social, economic and environmental backgrounds of patients and their families for use in the preparation of treatment plans for their adjustments and rehabilitation.</li> <li><input type="checkbox"/> Assesses patient's living condition, family dynamics and needs by home visits to aid in the development and implementation of interventions and treatment strategies.</li> <li><input type="checkbox"/> Maintains a record of all Field Visits and ensures that notes of each patient are stored manually and electronically.</li> <li><input type="checkbox"/> Completes and submits all reports for review by the supervisor within an established timeframe in accordance with care goals and legislative, administrative and organizational regulations and policies.</li> <li><input type="checkbox"/> Practices according to the guidelines established by the Medical &amp; Psychiatric Social Workers Board of Trinidad and Tobago Code of Ethics and Standards for Medical Social Work.</li> <li><input type="checkbox"/> Performs related work according to the principles, values, ethics and standards of Medical Social Work practice.</li> <li><input type="checkbox"/> Provides reports regarding the social, economic, environmental and personal factors of a case related to the medical care and rehabilitation of the patient.</li> <li><input type="checkbox"/> Advocates for the needs of the disenfranchised or the most vulnerable of the population, identifies barriers to services and seeks to resolve them further to consultation and approval of the Medical Social Worker II.</li> <li><input type="checkbox"/> Acts as an educator for clients, families, the community and other professionals regarding disease prevention, impact of illness and disease progression, advocacy for benefits, health maintenance and adherence to treatment regimens.</li> <li><input type="checkbox"/> Facilitates the planning and execution of outreach programmes in collaboration with key stakeholders.</li> <li><input type="checkbox"/> Prepares and submits Medical Aid Applications to Ministry of Health for medical procedures not offered within the public health care system.</li> <li><input type="checkbox"/> Refers clients/patients in a timely manner to social agencies and insurance agencies regarding the rehabilitation of patients, any payment to patients e.g., sick pay, insurance benefits, allowances and financial grant.</li> <li><input type="checkbox"/> Assists in discharge planning and residential placement in areas of specific request and/or in the best interest of the patient in keeping with legislation.</li> <li><input type="checkbox"/> Assists in matters related to adoption and adoption procedures and placement in foster care.</li> <li><input type="checkbox"/> Collaborates with relevant stakeholder in the facilitation of support groups such as: HIV, Oncology, Renal, Diabetics support groups etc. under the directives of the Medical Social Worker II.</li> <li><input type="checkbox"/> Participates in internship programmes for Social Work, Medical, Pharmacy students etc under the guidance and supervision of the Medical Social Worker II.</li> <li><input type="checkbox"/> Performs other related duties as required by the approved Authority.</li> </ul>		

## 7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- ❑ Knowledge of the Code of Ethics and Standards for Medical Social Work established by the Medical and Psychiatric Social Workers Board of Trinidad and Tobago.
- ❑ Knowledge of the principles, practices, theories and techniques of Medical Social Work and of the environment in which the social worker practices and the laws of the country.
- ❑ Knowledge of the basic procedures and prevailing policies governing medical social work service for clinic and hospital patients.
- ❑ Knowledge and ability to assess psychosocial needs and provide intervention for individuals.
- ❑ Knowledge and ability to assess group processes and specialized intervention strategies to bring about successful therapeutic outcomes.
- ❑ Knowledge and ability to identify issues and mobilize community resources.
- ❑ The ability to use appropriate theories in therapeutic counselling.
- ❑ Ability to assist adults and children who have social, economic, emotional or health problems and aid them to grow in the constructive use of their capacities in adjusting to their specific problems.
- ❑ Ability to prepare concise and complete case records and reports.
- ❑ Ability to prepare sufficient and timely documentation in records to facilitate the delivery of service and to ensure continuity of service provided to patients in the future.
- ❑ Ability to obtain co-operation of physically ill patients and their families.
- ❑ Ability to establish and maintain effective working relationships with patients, other employees and the public.

## 8. MINIMUM TRAINING AND EXPERIENCE

- ❑ Training as evidenced by a Bachelors of Science Degree in Social Work with experience obtained during the one (1) year period of Internship/Practicum in the field of Medical Social Work.
- ❑ Registration with the Medical and Psychiatric Social Workers Board of Trinidad and Tobago.

## 9. COMMUNICATION AND WORKING RELATIONSHIP

### ***Internal:***

- ❑ Medical Social Worker II
- ❑ Manager-Para-Clinical Services
- ❑ County Medical Officer of Health
- ❑ Primary Care Physician II
- ❑ Area Administrative Officer
- ❑ District Health Visitor
- ❑ All Clinical and Nursing personnel
- ❑ Community Liaison Department

### ***External:***

- ❑ General Public
- ❑ Ministry of Health
- ❑ Ministry of Social Development and any other relevant Ministry
- ❑ Trinidad and Tobago Police Service
- ❑ Children's Authority of Trinidad & Tobago
- ❑ Schools / Children's Homes
- ❑ Geriatric Homes