



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE PSYCHIATRIC SOCIAL WORKER I	2. DIVISION <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT MENTAL HEALTH
4. ORGANIZATIONAL RELATIONSHIP The Psychiatric Social Worker I will report to the Manager-Mental Health Services.	5. NATURE & SCOPE The Psychiatric Social Worker I renders professional casework services to mentally ill and emotionally disturbed patients in an attempt to overcome emotional and financial obstacles.	
6. SPECIFIC ACCOUNTABILITIES The Psychiatric Social Worker I: <input type="checkbox"/> Performs related work according to the principles, values, ethics and standards of Social Work practice as required by the approved Authority. <input type="checkbox"/> Interviews and counsels individual patients and members of their families and provide ongoing assessment, including gathering comprehensive information to use in developing intervention and treatment strategies for patient care and adjustment to diagnosis. <input type="checkbox"/> Assess patient’s living condition, family dynamics and needs by home visits, to aid in developing intervention and treatment strategies. <input type="checkbox"/> Prepares in a timely manner case history, written reports and confer with the supervisor on work problems and case reports. <input type="checkbox"/> Maintains appropriate records or documentation of Social Work services, which reflect the patient and patient’s systems pertinent information for assessment and treatment. <input type="checkbox"/> Implements interventions and treatment plans that promote clients’ well-being and ensure a continuum of care. <input type="checkbox"/> Interprets to medical staff those social, economic, environmental and personal factors of a case related to the medical care and rehabilitation of the patient. <input type="checkbox"/> Provides case management collaboration among healthcare team, family members and care systems to address the patient’s biomedical and psychosocial needs to better provide efficient, appropriate and beneficial healthcare services to a patient. <input type="checkbox"/> Advocates for the needs of the disenfranchised or the most vulnerable of the population, identify barriers to services and seek to resolve them in consultation and approval. <input type="checkbox"/> Acts as educators for clients, families, community and other professionals regarding disease prevention, impact of illness and disease progression, advocacy for benefits, health maintenance and adherence to treatment regimens. <input type="checkbox"/> Prepares and submit Medical Aid Applications to Ministry of Health for medical procedures not offered within the public health care system.		

- ❑ 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.
- ❑ Assists in discharge planning and residential placement in areas of specific request and/or in the best interest of the patient guided by legislation.
- ❑ Maintains proper data collection for analysis and research activities and produces monthly statistical reports.
- ❑ Attends and participates in Ward conferences.
- ❑ Performs related work as may be required by the appropriate Authority.

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- ❑ Knowledge of the principles, practices, theories and techniques of psychiatric social work.
- ❑ Knowledge of current, social, economic and health problems and resources with special emphasis on environmental factors affecting mental health.
- ❑ Knowledge of the mental health laws of the country.
- ❑ Knowledge of individual and group behaviour with special emphasis on the behaviour patterns of the mentally ill.
- ❑ Ability to make clear and pertinent statements, orally and in writing.
- ❑ Ability to establish and maintain effective working relationships with patients, associates 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 Psychiatric Social Work.
- ❑ A minimum of two (2) years' experience in the field.
- ❑ Registration with the Medical & Psychiatric Social Workers Board of Trinidad and Tobago
- ❑ Any other combination of training and experience

9. SUPERVISORY RESPONSIBILITIES

- ❑ Health Information Clerk I

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- ❑ All Clinical and Nursing personnel
- ❑ Community Liaison Department
- ❑ Members of the Mental Health Team

External:

- ❑ Ministry of Health
- ❑ Other Regional Health Authorities