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| DEPARTMENT | Community Support | DATE |
| **JOB TITLE** | Lead Therapist – Mat Leave Cover | July 2022 |
| **SUPERVISOR’S TITLE** | Community Support Lead |  |

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| **POSITION SUMMARY AND SCOPE**  Lead Therapeutic clinician for the department and works alongside Community Support Lead to manage all complex clients one-on-one and in group settings. |
| **DUTIES AND RESPONSIBILITIES**  1. Work collaboratively with external referral agencies to facilitate a seamless, integrated service to clients. Refer to  other healthcare professionals and community agencies when appropriate.  2. Assists in supporting complex needs of clients and residents of Campbell House as requested by the Patient and Family Support Worker.  3. Ensure client contact, intake and assessments are conducted in according to our accountability agreement for all  clients in the community support team.  4. Develop care plans and work collaboratively with Community Support Team to provide supportive services to meet client / family psycho-social needs.  5. Attend case conferences to review client data and to facilitate care and services.  6. Assist with the development and coordination of programs and services and monitor their effectiveness. In this  respect, work with the Community Support Team and trained volunteers.  7. Manage your own case load of complex clients requiring therapeutic intervention, facilitating groups  9. To be able to communicate the hospice philosophy of care to clients, their families and the public.  10. Ensure current information is available on community services and resources to other members of the Team.  11. Assist in or facilitate the planning and execution of special events such as a Seasonal Memorial Service, Light of Love, along with specialized programs for National Bereavement Day, National Palliative Care Day, etc. as requested by the Community Support Lead.  12. Participate in the formal education of volunteers and staff.  13. Provide debriefing and support for staff and volunteers.  14. Conduct surveys as required for service metrics. Review results of surveys with the Community Support Lead for ongoing monitoring of service quality.  15. Update all necessary and confidential documentation related to clients and ensure that documents are secure in  accordance to PHIPA laws for archiving.  16. Assist the Community Support Lead in supporting and teaching placement students as needed  Periodic  16. Support the fundraising efforts of the organization.  17. Attend staff meetings.  18. Assist with general office functions as needed.  19. Provide vacation and other cover for the Community Support Staff.  20. Attend weekly rounds when requested |

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| KEY COMPETENCIES REQUIRED | | | | | | | | | | | | | |
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|  | | Degree in Social Work, Counselling, or  related Humanities Studies is required and a member in good standing with the CRPO and/or OCSWSSW and/or other affiliated associations. | | | |  | | Experience in case management, care planning,  individual and group facilitation of services and  program development is essential. | | | | | |
|  | | Experience in hospice, palliative care is an asset. | | | |  | | Positive attitude – ability to take responsibility and be  accountable; ability to deal with change in the  workplace and be innovative; respectful of others. | | | | | |
|  | | Knowledge of community resources. Excellent communication, interpersonal,  organizational and time-management skills. | | | |  | | Excellent communication, interpersonal, organisational and time-management skills. | | | | | |
|  | | Experience working with diverse groups of people and volunteers. | | | |  | | Computer literacy (Word, Excel, Power Point, Publisher). | | | | | |
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| **EXPERIENCE**  **A) Previous Work Related Experience:** Experience working with vulnerable clients. Experience  providing clinical therapy with seniors, adults, youth and children.  **B) Previous Work Related Experience:** An In-depth understanding of how to treat and manage complex client needs.  **C) Previous Work Related Experience:** Experience working with Families and Parent-Child Dyads.  **(C) On-The-Job training required:** One month start-up | | | | | | | | | | | | |
| **IMPACT OF ERRORS**  As we work towards providing a continuum of care for our clients, and being recognized as a centre of excellence,  timely and appropriate support of those that approach us, or are referred, is critical to the success of our organization.  Poor performance in this role seriously harms our reputation as a leader in palliative care in our community | | | | | | | | | | | | |
| **CONTACTS**  With whom are you required to work in doing your job? | | | | | | | | | | | | |
| *Position contacted* | | | | | *How often?* | | | | | *Purpose* | | |
| ***Community Support Lead*** | | | | | ***Ongoing*** | | | | | *All aspects of work* | | |
| ***Executive Director*** | | | | | ***Ongoing, as necessary*** | | | | |  | | |
| ***Social Support Worker, Programs and Volunteers*** | | | | | ***Ongoing*** | | | | | *Collaboration* | | |
| ***Social Support Worker, Wellness Support*** | | | | | ***Ongoing*** | | | | | *Collaboration* | | |
| ***Program Coordinator*** | | | | | ***Ongoing*** | | | | | *Program support* | | |
| ***Other Staff*** | | | | | ***Ongoing*** | | | | | *Communication, awareness, events* | | |
| ***Volunteers*** | | | | | ***Ongoing*** | | | | | *Program Support* | | |
| **SUPERVISION / MANAGEMENT**  Works cooperatively with other HGT staff. | | | | | | | | | | | | |
| **PHYSICAL DEMANDS**  **Computer Exposure** | | | | | | | | | | | | |
|  | **0 – 1 hour /day** | |  | **1 – 3 hours /day** | | |  | | **3 – 5 hours /day** | | **x** | **5 – 7 hours /day** |
| **Other**  Frequent interactions with clients, volunteers and staff. Ability to handle stress and to multi-task. In general, light work and prolonged sitting at desk and working at computer, moderate amount of walking, responsive to emergency requests within Campbell House and at 186 Hurontario St. May require heavy lifting during set up for training, programming and events. | | | | | | | | | | | | |
| **WORKING CONDITIONS**  Frequent telephone interruptions and drop-ins. Frequent scheduled meetings and deadlines. Sometimes required to work after normal working hours for assessment purposes, volunteer training, community education or special events. Use of personal vehicle is required. | | | | | | | | | | | | |
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| **OTHER KNOWLEDGE / SKILLS:** | | | | | | | | | | | | |
| Works effectively as a team member. Needs to have an exceptional attitude towards people, routine and deadlines. Must be able to maintain concentration in an often disruptive environment and to work on multiple tasks. | | | | | | | | | | | | |

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| **Created by Taylor McIntosh and Heather Brown – Community Support Lead & Lead Therapist** | **Signature:** | **Date:** |
| **Employee** | **Signature:** | **Date:** |
| **Approved By Trish Rawn – Executive Director** | **Signature:** | **Date:** |