

We have a vacancy for the fulltime position of:

Social Worker

Qualifications:

Full credential bachelor's degree, understanding of social services in St. Maarten and a driver's license B.

The role of the Social Worker:

- Provides on-going guidance and support to clients in regards to their need for social services (application and maintenance), finances, insurance and living/working conditions.
- Responsible for client's social service applications procedures, scheduling, follow-up and guiding of client's appointments.
- Involves and updates family members/caregivers with regards to the social services system.
- Mediates between the client and external instances with regards to income, employment and housing.
- Maintains contacts and corresponds with relevant authorities on behalf of the client for so far necessary.
- Maintains contact and good relations with clients and their support systems.
- Has knowledge of the relevant legislation including the AVBZ, application process and procedures.

Social Skills

A service-oriented, positive and appropriate attitude is required. Good listening skills, empathy, perseverance, patience and tact at all times. Must be able to handle resistance and conflicts professionally.

How do you apply?

Please submit an application letter and resume, copies of diplomas/certificates and a copy of your ID/passport **by April 30, 2022** to cellis@mhf-sxm.com and vhixon@mhf-sxm.com

Job Description	Social Worker
Name:	FTE 1

1. Function description:

The function is to be described as; '**Social Worker**'.

The foundation is registered as; 'Stichting Voor De Promotie En Begeleiding Van De Geestelijke Gezondheidszorg Op St. Maarten'.

The foundations mission statement is, to make available quality psychiatric care, based on agreed budgets and tariffs, by providing guidance and therapy to individuals and groups. The foundation hopes to prevent acute and unsafe situations for patients and families by recommending alternative lifestyles to individuals and families and monitoring their progress.

The vision is.

The foundation maintains a professional and integral approach, broadly supported by the population and guaranteeing continuity of mental health care. All possible will be done to achieve the mission of the foundation by proposing innovations and participating in the planning and the execution of the innovations.

2. Function objective (Target):

The function of the **Social Worker** can be described as providing support and guidance to patients and their support systems in the field of social and material issues in order to create preconditions in their guidance areas.

3. Function title:

Social Worker

4. Qualifications:

The minimum requirement for the position of 'Social Worker' is a Bachelor's Degree in Social Work.

5. Work Hours

This function description is based on a 40 hour work week.

6. Position in the organization

Is supervised by the Coordinator of the Faraja Day Treatment Short and Long Stay and is part of the Faraja Department but listed under the Administration budget .

6. Internal and external contacts.

The Social Worker maintains dialogue with:

- **The Multi-disciplinary team**, meetings regarding care plan evaluations and work related meetings as called for by the Coordinator and/or the Interim Director.
- **Internal**: daily work related contacts with the members of the multi-disciplinary team and the Coordinator.
- **External**: contacts, family members of clients and others relevant to the clients care and activities.

8. Job Summary:

Expected results

8.1 Guidance of clients

With the main goal of providing support, structured guidance and advising the patient and his or her immediate support system for clients of the Faraja Daycare, Admission and Ambulant care, if required.

Core activities:

- Provides support and guidance to clients with problems with finances, insurance, living and working conditions and legal regulations.
- Provide on-going and overall guidance and support to clients in regards to their need for social services which is the application and maintenance of.
- Is responsible and therefore initiates activities in the field of care and education for the client's support system.
- Responsible for developing, updating and implementing policy and procedures related social tasks.
- Is mediating in relation to income, employment and residence between the patient and various external agencies.
- Provides support services for both clients and their immediate support systems.
- Providing reports, managing correspondence and liaises with external agencies, while coordinating relationships between MHF and agencies.
- Involving family members and caregivers in the care process and updating family members and caregivers on a regular basis (conduct family meetings)
- Is assisting with developing and implementing the policy and procedures.
- Is involved in the preparation of the discharge of the client making sure all persons involved are well informed with regards to the action plan and the client's follow-up treatment.
- Is responsible for monitoring which other departments need Social Services.
- Mentor and guide clients with Faraja's treatment plan

8.2 Quality Care

With the main goal of identifying, initiating and creating conditions for improvements in the care and development of the care processes in support of obtaining as much as possible an independent lifestyle for the clients.

Core activities:

- Is responsible for the assessment of an individual with a mental illness.
- Is responsible for the development of clients with the main focus on obtaining an independent lifestyle.
- Monitors and evaluates the developments of the clients and reports changes verbally as well as in the electronic patient dossier.
- Is responsible for the evaluation of the individual care plans and if required, changes the care plan in accordance to the developments of the client and in agreement with the team.
- Assesses the level of risk to the client and its environment and follows-up.
- Is responsible for providing quality care at all times.
- Actively and regularly maintains the client files.
- Identifies the cause of unsafe situations that could threaten the health and/or wellbeing in the long term for the client, his immediate support system, his environment and the staff.
- Proposes measures to improve the safety of the department and to create a healthy work environment.
- Is assisting the Daycare Coordinator in the development of policies, protocols and procedures.
- Conduct regular group sessions for clients
- Creating and updating forms for assessment and quarterly productions.
- Collaborate with social worker assistant to provide quarterly reports to coordinators.
- Collaborate with social worker assistant to share clients' case load
- Development of a procedure for inpatient and outpatient.
- Arranging meetings with the coordinators to discuss overall progress /setback/or changes with client's medical insurance or effect of limit resources in the island.
- Collaborate with Receptionist for registering and updating clients' necessary document and information in clients' dossier.
- Arranging meeting with social welfare to discuss the foundation's challenges and discussing plans.
- Accompany case manager on home visit to assess clients' need.
- Conduct workshop internal or in the communities.
- Assist in research and outreach.
- Complete applications for AVBZ insurance for clients in the day treatment.
- Conducting initial assessments of clients' situation to determine needs and goals.

- Report to AVBZ Coordinator for updates and assist in billing procedures.
- Is responsible for the overview of clients' application for social welfare services, scheduling of appointments and necessary follow-up.
- Maintains clear documentation of all of the above mentioned in the EPD as well as in an overview, of which the coordinator is informed on a regular basis.

9. Legislation and regulations

Adequately implements health care legislation, and the rules of the organization.

10. Function requirements

10.1. Knowledge

- The position requires knowledge, obtained through the educational background and experience in working as a Social Worker with Psychiatric clients.
- The Social Worker knows and handles legislation and the issuing of rules with relation to mental health care and the relevant guidelines and protocols in its field.
- Has knowledge of multicultural issues that influences treatment.
- Guides students, trainees and interns, evaluates their learning goals and results. Participates in mid-term evaluations and final evaluations.

10.2. Independence

- Work will be performed independently within the framework of policies, protocols and procedures and within the provisionally determined care plan
- Is working under supervision of the Faraja Coordinator, the Social Psychiatric Nurses and the Psychiatrist with regards to medical content and with regards to organizational matters under supervision of the Faraja Coordinator.
- Considerable initiative is expected to tackle various coaching situations.

10.2.1. Social skills

- This function requires well-developed social skills and self-confidence is necessary.

10.3. Confidentiality

- Integrity and reliability are required in guiding patients and in dealing with confidential patient data.
- Ensures a respectful treatment of patients in compliance with privacy legislation.

10.4. Communicative skills.

- The function requires excellent verbal and written expressive skills for the leading of (complex) situations, the writing of reports and notes.
- Verbal as well as writing skills in English and Dutch.
- Excellent active listening skills.



Mental Health Foundation

FOR PSYCHOLOGICAL WELLNESS – St. Maarten

10.5. Other job requirements.

- Have excellent critical thinking skills.
- A high level of social perceptiveness.
- Required are a positive attitude, listening skills, empathy and tact.
- Flexibility and team supportiveness are requirements as well as constructive communication skills.
- Reliability, integrity, accuracy and the ability to adequately represent the MHF.
- Self-knowledge with the ability for self-reflection.
- Knowledge of St. Maarten's Social Services and Labor Affairs System
- Minimum of one year of experience and knowledge of mental health/illness
- In possession of a driver's license
- Has knowledge and understanding of multicultural issues
- High standards are set with regards to the employee's patience and perseverance and the ability to deal with stresses and opposing interests that could occur in the function

10.5.1. Function considerations.

- Mental pressure and physical harm could occur while treating patients in their environments.