



POSITION TITLE: Social Worker (P/T or F/T)
ORGANIZATION: Ottawa Valley Family Health Team
JOB REPORTS TO: Director of Operations/Program Manager
LOCATION: Almonte and Carleton Place
DATE CREATED: July 2025

JOB SUMMARY:

We are looking for a compassionate and skilled Social Worker to join our Mental Health Team. As part of a multidisciplinary Family Health Team, the Social Worker will help patients and their families access timely, appropriate mental health services and supports. The Social Worker works closely with primary care providers, allied health professionals, and external partners to support whole-person, integrated care.

Reporting to the Clinical Lead and Program Manager, the Social Worker will have a hybrid role, providing full scope social work in accordance with Ontario College of Social Workers Practice Standards & Code of Ethics as well as supporting patients, primary care providers and the Mental Health Team with system and resource navigation.

PRIMARY RESPONSIBILITIES

- Conduct initial patient consultations to assess mental health needs, risks, and care preferences.
- Triage patient referrals to the mental health program according to patient needs
- Educate patients and families about mental health conditions, treatment options, and community resources.
- Collaborate with family physicians, nurse practitioners, and other team members to develop coordinated care plans.
- Participate in early detection of emerging patient emotional and behavioural disorders
- Provide short-term emotional support, motivational interviewing, and system navigation coaching.
- Educate and advocate for patients to ensure they receive timely and equitable mental health and social services. Empower them to navigate the healthcare system and access essential resources.
- Communicate to family physicians the status of patient progress through documentation of relevant clinical information, referral correspondence, patient interaction, and patient care plans in a timely manner.

- Develop positive working relationships/partnerships with other disciplines, agencies, and health care professionals to promote coordinated service, quality care and access to suitable resources for clients.
- Facilitate patient education workshops to promote biopsychosocial well-being.
- Maintain accurate, timely, and confidential documentation in the electronic medical record (EMR) system.
- Participate in interdisciplinary team meetings and contribute to quality improvement initiatives related to mental health access and integration.
- Stay up to date on emerging community resources, referral pathways, and mental health policies.
- Engage in professional development, stay updated on policies, and contribute to team efficiency through participation in meetings, projects, and education sessions.
- Protect patient confidentiality in accordance with legislation, policies and standards established by their College. Ensure adherence to PHIPA.
- Sound theoretical knowledge.
- Maintain a high level of current knowledge, trends, and resources in the zone/province.

The above responsibilities are not to be considered all inclusive; and may be assigned other related duties in the interest of efficient operations of the Family Health Team.

EDUCATION, QUALIFICATIONS AND SKILLS

- College, Bachelor's or Master's degree in Social Work from a recognized institution.
- Registered and in good standing with the Ontario College of Social Workers and Social Service Workers (OCSWSSW), or equivalent recognized institution.
- Minimum of 2 years of experience, preferably in a healthcare or community setting, with knowledge of community resources and social services.
- Knowledge of Microsoft Office and experience with electronic medical records (EMR).
- Proficient in assessment, psychotherapy, and psychosocial counseling.
- Experience working with marginalized populations and an understanding of the challenges related to accessing healthcare services.
- Excellent communication and interpersonal skills, with a strong commitment to patient advocacy.
- Knowledge of community resources and experience in community consultation.



- Ability to work independently and collaboratively as part of an interdisciplinary team.
- Ability to prioritize and adapt in a fast-paced and constantly changing work environment.
- Ability to speak and write in both official languages, English and French is an asset.
- Current Vulnerable Sector Criminal Reference check

WHY JOIN OUR TEAM:

- Opportunity to make a meaningful difference in the lives of vulnerable and underserved populations.
- Supportive and inclusive work environment focused on professional development, collaborative patient care and teamwork.
- Access to clinical supervision
- Access to funding for workshops and continued mental health development.
- Opportunities to develop skills in group therapy, training, consultation in a team setting
- Opportunity to work within a supportive team environment

PERFORMANCE EVALUATION AND COMPETENCY FEEDBACK:

Competency performance levels will be defined on an annual basis during a formal employee performance evaluation process. The Program Manager will develop these annual reviews. Evaluations of performance will be justified both quantitatively and qualitatively through examples of regularly occurring behaviors. Informal and semiformal feedback will be continually provided throughout the year between the direct supervisor and incumbent.

In your cover letter, please provide a summary of your experience with working with family health teams or your desire to work in a family health team.

Please submit your letter of interest and resume by email to Lindsay Nicholas, Program Manager at lnicholas@ovfht.ca if you are interested. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.