**Project: A GP for Me**

**Contract: Life Skills Support Contractor**

**Location:**

**Timeframe: 18 months – September 2014 to March 31 2016 (1440 hours)**

**Organization Summary:**

The Division of Family Practice is an innovation in health care in BC, designed to support and advocate for family physicians, increase primary health care capacity, and improve patient health outcomes. The\_\_\_\_\_\_\_ Division of Family Practice is a non-profit society managed by a Board of Directors. The Division serves members in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Contract Deliverables:**

Working closely with and under the direction of the primary care Social Worker, and in consultation with Family Physicians, the Life Skills Support Worker will provide support to clients to maintain life skills and prevent relapse according to the individual care plan.

The contractor will be accountable to the \_\_\_\_\_\_ Division of Family Practice through the A GP for ME Project Manager and the Primary Care Coordinator.

The contract will include, but is not limited to the following:

1. Provides direct support to clients to maintain life skills and independence. Areas of focus may include household management, personal care, community access, social/recreational activities, and money management.
2. Supports patients in the transition from hospital to community to avoid complications and readmission
3. Provides support to enhance clients’ self-advocacy skills and abilities to effectively use community, government, health and social agencies. Assists clients to obtain and complete appropriate forms and applications.
4. Provides support and assistance to clients to develop natural supports in their community.
5. Provides information to enhance and reinforce the clients’ understanding of their illness and their commitment to medication and care plan compliance.
6. Observes client functioning and behaviour, and documents as required.
7. Provides input to the Community Care Plan via the Primary Care social worker and the Family Physician.
8. Communicates observations and activities to the A GP for Me Primary Care Social Worker and/or Family Physician.
9. Works and collaborates with other East Kootenay Divisions of family Practice Contractors

**Key Skills, Education and Experience**

* Graduation from a recognized Human Service Worker program or Social Service Worker Program preferred; with one year of recent, related experience working with individuals living with mental illness
* equivalent combination of education, training and experience may be considered
* Current valid B.C. Driver’s License, reliable vehicle, business sue insurance
* Practical knowledge of the elderly, and mental illness
* knowledge of community and health care resources, and a willingness to work with a culturally diverse population.
* Ability to perform duties independently with minimal direction, to take initiative. Must be self-motivated and accountable
* Strong verbal, observation, and written communication skills
* Ability to work within an multidisciplinary team
* Ability to operate related equipment, type progress notes and use e-mail
* Strong practical goal/task, advocacy and problem-solving skills.
* ability to work under pressure, to organize and prioritize work and meet deadlines.
* Good working knowledge of clinic office routines, experience in medical clinic, or other primary care setting an asset
* Ability to work respectfully across many organizational levels, including working closely with family physicians
* Experience as an independent contractor an asset
* Familiarity with tracking and reporting processes an asset
* Supportive, solutions-based, efficiency-minded attitude with a grassroots and patient centered approach
* Listening and outside-the-box thinking skills valued