



BC Epilepsy Society Job Description Epilepsy Social Worker

Organization Information:

The BC Epilepsy Society is a non-profit charitable organization dedicated to serving people with epilepsy and their families in BC and raising awareness of epilepsy around the world. Our Mission is to empower, educate and support people living with epilepsy and their families in communities across BC and support research to make their lives easier.

Purpose:

The Epilepsy Social Worker works in a supportive capacity with people living with epilepsy and their families to coordinate all aspects of epilepsy client services and programs, including community outreach, information and referral, one-on-one consultations, individual advocacy, support groups and program evaluation.

Responsibilities:

- Attend Neurology Clinics throughout the Lower Mainland (Car required)
 - BC Children's Hospital up to three days per week
 - Vancouver General Hospital monthly based on patient appointments with neurologists
 - Surrey Memorial Hospital monthly based on patient appointments with neurologists
- Manage resources at Neurology Clinics
- Provide information to patients and families at Neurology Clinics regarding BCES programs and services and other resources within the community
 - Follow up on information requests made by families at the Neurology Clinic
- Provide information and support around all aspects of living with epilepsy, including office visits, telephone consultations and queries by email with individuals and families advocating on behalf of clients, as appropriate, in their community setting
- Write, edit and update information sheet content as required and ensure regular updates
- Develop, organize and facilitate delivery of the Epilepsy Friends Forever (EFF) program for children, youth and adolescents living with epilepsy
- Develop, organize and facilitate delivery of the BC Epilepsy Parents Network (BCEPN) program for parents, caregivers and families of children living with epilepsy
- Maintain confidential records of the database of patients and families consulted with at Neurology Clinics; contacts for EFF; contacts for BCEPN; and donors, funders and other records as needed
- Consult with Professional Advisory Committee as required requesting expertise on epilepsy related issues as required
- Liaison with support groups across the province and assist with establishing new support groups as facilitators are identified
- Liaison with community groups as required

Qualifications:

- Completion of an undergraduate degree in social work (or being in the process of completing a degree in social work)
- At least five years of experience in a related role
- High degree of self-awareness and emotional intelligence and capacity to apply appropriate boundaries and maintain confidentiality
- Strong relationship building skills
- Empathetic, compassionate, good listening skills and creative thinker
- Ability to understand and follow a process for sharing issues and being part of solutions
- Basic computer skills; experience with Microsoft Word, Excel and PowerPoint
- Broad knowledge of community resources and supports
- Demonstrated organizational and time management skills, accountability, reliability and punctuality
- Excellent planning and coordination skills with the ability to multi-task
- Strong written and interpersonal communication skills
- Ability to work independently and show initiative as part of an inter-disciplinary team
- Good command of the English language
- Knowledge of an acceptance of the multi-cultural diversity of the population of BC

Decisions and Recommendations:

- Responsible for decisions and recommendations related to the delivery of client services, program coordination and community relations.
- Works under the direction of the Executive Director and with the Support Services Coordinator to determine such things as client needs, overarching themes, specific topics, currency of information, experts and resources, etc.

Equipment Used:

- Must be able to use Microsoft applications (Word, Excel, PowerPoint), email, etc.
- A valid Class 5 drivers license, and a car is required for this role.

Compensation and Hours:

The position is Part-Time (21-26 hours per week) with a rate of pay of \$22.00 an hour, with 4% in lieu of benefits.

To learn more about the BC Epilepsy Society, please visit our website at www.bcepilepsy.com.

If this opportunity interests you, and you meet all of the above requirements, please submit your cover letter and resume to info@bcepilepsy.com.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.