



POSITION DESCRIPTION

POSITION TITLE	Social Worker
DEPARTMENT	Community Care
REPORTS TO	Allied Health Team Leader
DIRECT REPORTS	Not applicable
AWARD	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2026
CLASSIFICATION	Social Worker Grade 1 or 2
DATE OF CREATION/AMENDMENT	July 2024
CREATED/AMENDED BY	Allied Health Team Leader

“Caring for Our Community”

POSITION OBJECTIVES

To work as part of a multidisciplinary team to deliver person-centred care within best practice guidelines, ensuring optimum client outcomes are achieved.

RESPONSIBILITIES & PERFORMANCE INDICATORS

- To undertake comprehensive assessments (home visit, centre based and/or telehealth) and intervention, care plan development, discharge planning and education for patients, their families and staff.
- To develop suitable interventions consistent with each assessment.
- To keep appropriate records of each client contact and planned interventions consistent with ‘Best Practice’ guidelines and confidentiality considerations.
- To make suitable referrals to other service providers as necessary.
- To communicate with other service providers as necessary.
- To provide necessary follow up and review to ensure that optimum outcomes have been achieved wherever possible.
- To participate with other team members or health professionals in appropriate care focused meetings to ensure minimal duplication and a collaborative approach to service provision.
- To utilise evidence-based practice and maintain a high level of professional practice.
- To support other team members with the development of a broader skills base as well as effective support.
- To assist management with the development of the service overall, and with Quality Improvement practices.
- Effective advocacy and negotiation with relevant service providers to ensure optimal and coordinated care.
- Complete psychosocial assessments and provide emotional support and counselling to patients and their families and/or carers.
- Extensive experience working with clients with multiple health issues, comorbidities and complex care needs that impact safety, function and independence.
- To achieve all the above whilst promoting the mission, vision, values and policies of the Rochester and Elmore District Health Service (REDHS).
- Independently manage and prioritise own caseload in response to overall Social Work demands

QUALIFICATIONS / POSITION REQUIREMENTS

Essential:

- A Bachelor of Social Work
- Current membership of the Australian Association of Social Workers

- Current Driver's Licence
- Current National Criminal History Check, Working with Children Check and NDIS Worker Screening Check
- Current COVID-19 and Influenza vaccinations

Desirable:

- Significant work experience applying case support work practices and techniques.
- A good understanding of the needs and issues for people who have been affected by trauma and emergencies
- A comprehensive knowledge of the range of generic and specialist service options available including health, welfare and educational services and structure.
- Information seeking, analytical and conceptual skills, with the ability to assess the needs of people in order to provide appropriate information and referral services.
- Experience in working collaboratively to develop and deliver community development activities and events.
- Exceptional communication skills, both verbal and written
- A clearly articulated understanding of the social model of health and can demonstrate a critical understanding of specific social work theories and apply relevant theories into practice context
- Demonstrated proficiency in comprehensive psychosocial assessment and intervention, counselling, case co-ordination and discharge planning.
- Demonstrated experience in assessment, case coordination, crisis intervention and care planning.
- Proven ability to work independently and/or within a team environment.
- Demonstrated proficiency in the use of computer software, eg. Word, Excel, etc.

KEY SELECTION CRITERIA

- Advanced assessment, care planning, care delivery and evaluation skills.
- Understanding of the concept of person centred care.
- Commitment to collaborative practice and productive working relationships.
- Ability to reflect on own practice.
- A flexible, creative approach to case management and intervention planning.
- Knowledge of issues related to rural communities and rural health service delivery.
- Proficiency in a range of interventions appropriate to health context, including crisis intervention, group work, disability and aged care applications, and contribution to patient and family meetings.
- A well-developed understanding and ability in navigating complex service systems including (but not limited to) My Aged Care, Transition Care Program, Office of the Public Advocate, Victorian Civil Administrative Tribunal, National Disability Insurance Scheme (NDIS) Family Violence, Sexual Assault, Mental Health and the recovery model is essential.
- Knowledge of community resources and the ability to negotiate, advocate and problem-solve.
- Experience in working with groups as well as individuals.

NDIS WORKER SCREENING CHECK

This role has been identified as a "risk assessed role" under the NDIS (Practice Standards – Worker Screening) Rules 2018 and as such is subject to the provision of an NDIS Worker Screening Check prior to commencement. During their term of employment, all employees are required to notify REDHS via their manager if the NDIS Quality and Safeguards Commission issues:

- An interim bar;
- A suspension;
- An exclusion;
- The closure of an application for a worker screening clearance; or
- The revocation of a clearance.

OCCUPATIONAL HEALTH, SAFETY & WELLBEING

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

'THIS IS ME'

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montessori actions. 'This is Me' is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE REVIEW AND DEVELOPMENT

It is a condition of employment that employees participate in the Performance Review and Development program.

QUALITY IMPROVEMENT

All REDHS employees must participate in REDHS integrated risk management and quality improvement systems by being aware of their responsibility to identify, minimise and manage risks and identify opportunities for continuous improvement in the workplace through communication and consultation with managers and colleagues.

EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

VALUES & BEHAVIOURS

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

R	Reliability	Being trustworthy and performing consistently well
E	Engagement	Working collaboratively with people to address issues and create opportunities to bring about positive change
D	Diversity	Understanding that each individual is unique and respecting our individual differences
H	Hospitality	Receiving and treating all people in a warm, friendly, generous way
S	Sustainability	Meeting our current needs without compromising the ability of future generations to meet their needs

ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee's manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

Name (please print): _____

Signature: _____ Date: _____